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ABSTRACT

Revised annually by the Tennessee Advisory Council on Libraries, this report identifies goals and assigns priorities for the implementation of library services. It emphasizes the services of public libraries and services to the disadvantaged but also encompasses the needs of academic, school, institutional, and special libraries in order to form a "partnership" in library matters across the state. The nine goals identified include: library facilities, library materials and services, planning and evaluation, interlibrary cooperation, special populations, leadership and governance, personnel resources, funding, and public awareness. Each goal lists specific objectives which are followed by plans of action. Also included in this report are definitions; lists of members of the Tennessee Advisory Council on Libraries (TACL) and the Long-Range Planning Committee; Library Services and Construction Act (LSCA) policies of the Tennessee State Library and Archives (TSLA); priorities, criteria, and procedures; TSLA organization chart; and a Tennessee regional library system map. (Author)

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LONG-RANGE PROGRAM FOR LIBRARY SERVICES AND DEVELOPMENT

1990/91-1994/95

STATE OF TENNESSEE

Tennessee State Library and Archives
Department of State
Nashville, Tennessee 37243-0312

1990

Funded by the Library Services and Construction Act as administered by the Tennessee State Library and Archives

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FOREWORD

On behalf of the Long-Range Planning Committee of the Tennessee Advisory Council on Libraries and the staff of the Tennessee State Library and Archives, I am pleased to present the Tennessee Long-Range Program for Library Services and Development, 1990/91-1994/95. This is the third annual edition of this document since the publication of the 1988 edition, which was the first in over ten years.

The 1988 edition was the subject of intense public scrutiny. Drafts were sent to libraries all over the state and responses received from many quarters. Open hearings were held in Chattanooga, Cookeville, Jackson, Johnson City, Knoxville, Memphis, and Nashville. The contents of the program were also presented at the annual meeting of the Tennessee Library Association. Never has a state-wide library plan been subject to such open discussion and subsequent modification.

The 1989 and the present editions have also been carefully reviewed by representative bodies, most notably the Tennessee Advisory Council on Libraries, whose responsibility it is to advise on the development of such a plan to assure compliance with the provisions of the Library Services and Construction Act. Our plan remains to produce a freshly reviewed and carefully revised five-year plan each year, with each plan reflecting the new goals, objectives, and plans of action for the coming quinquennium.

Just as important as the development of the plan is the implementation and monitoring of the various plans of action called for in each five-year period. While it remains the responsibility of the Tennessee State Library and Archives to monitor overall compliance with the plan, we have no authority to implement all those plans nor to require other agencies to do so. Having been developed through state-wide consensus, the plan must likewise be fulfilled through the cooperative efforts of many agencies and individuals across the state.

To assess the degree of compliance with the Long-Range Program, I developed a Project Management Report for the first edition of the plan delineating the plans of action for the first five-year period and noting the degree to which plans of action were accomplished during the federal fiscal year October 1, 1988-September 30, 1989. I was pleased to note that of the 69 plans of action in that Long-Range Program, 66 of them had been accomplished during that year--for a "batting average" of 95.6%. Those not accomplished were deferred because of delayed funding from the federal government and they have now been addressed. At this writing, I am preparing a similar Project Management Report for the federal fiscal year 1989/90, which is fast drawing to a close.

Of the many people who continue to bring this program to life each year, three people deserve recognition for their extraordinary efforts: Col. Joseph W. Jones, Jr., Chairman, Long-Range Planning Committee of the Tennessee Advisory Council on Libraries, whom I have often called, with good reason, the Frank Lloyd Wright of the Long-Range Program; Sandra Nelson, Assistant State Librarian and Archivist for Planning and Development, who oversees the editing of the document and prepares the technical material at the end of the plan; and Linda Bradford, whose secretarial skills give ultimate form to a highly elusive, constantly changing document.

--Edwin S. Gleaves
State Librarian and Archivist

September 12, 1990

LONG-RANGE PROGRAM FOR LIBRARY SERVICES AND DEVELOPMENT
1990-1995

PREFACE

PURPOSE OF THE PROGRAM

It is fundamental that any published program which proposes a long-range plan for Tennessee libraries represent the thinking of the library community across the state. This is particularly true with respect to the identification of specific goals and in the assignment of priorities for implementation of goals most likely to enrich the state's library systems over the life of the program.

Although this program is a child of the Library Services and Construction Act (Public Law 98-480) and must be responsive to that act, the program can--and should--provide a much wider vision of how Tennessee libraries will serve the people of the state in years to come. That being the case, this Long-Range Program goes beyond a required emphasis on public libraries and services to the disadvantaged. Rather, the total concept will embrace the needs of academic libraries, school libraries, institutional libraries, special libraries, indeed ALL libraries, because the concept must recognize that ALL libraries will contribute to a sense of "partnership" in library matters across Tennessee.

The purpose of this document, then, is to send a clear signal regarding library services offered to the people of Tennessee and to formulate objectives intended to expand those services over the next five years. **It is not the intention of the State Library and Archives to impose unacceptable actions or roles on individual libraries.** It seems more fitting that individual libraries embrace these guidelines in the development of meaningful cooperative programs and activities. The strategies set forth are but templates for establishing concepts of partnership in the total library community and thus provide quality services to a diverse and expanding population.

> *When libraries work together to promote the value of information services at all levels and for all client groups, and when materials and information are shared between libraries, the quality of services to citizens will increase.*
>
> C. Ray Ewick
> Indiana State Librarian

The Tennessee State Library and Archives touches the various types of libraries in a number of ways. Coordination of programs with and among school libraries, public, academic, special, institutional libraries and libraries serving the handicapped is accomplished through: (1) representation on the Tennessee Advisory Council on Libraries (TACL); (2) meetings with system

directors, representative groups and professional associations; and (3) through dissemination of information regarding federal grant programs for libraries.

FEDERAL LEGISLATION

Since 1956, first the Library Services Act (LSA) and then the Library Services and Construction Act (LSCA) have provided federal financial assistance to the states for extension and improvement of public library services to populations with inadequate services or to which such services are inadequate. The act also supports interlibrary cooperation, the needs of special groups of users and, when funds are appropriated, public library construction. These Congressional priorities are based on a national assessment of library needs.

Legislation (Public Law 98-480) requires that Tennessee provide assurance which will guarantee establishment of policies, priorities, criteria and procedures necessary for implementation of all programs under provision of the Act and to submit evidence for approval. **(The Basic Plan)**.

At the same time, the state is required to develop and maintain a comprehensive five-year plan **(Long-Range Program)** which will identify Tennessee's library needs and meet the goals and objectives specified in the plan. This Long-Range Program will be supported by an **Annual Program** which will describe specific activities to be carried out each year. Nevertheless, this program has a much broader scope than that required by the LSCA. In the end, however, it is designed to respond to the requirements of that act, and more.

MISSION STATEMENT

The State of Tennessee is determined to provide a library system which will afford equal opportunity to all individuals--as well as all groups--for access to quality library resources which will satisfy educational, occupational/vocational, cultural and leisure time needs and interests, regardless of location, level of intellectual achievement or social/physical condition.

> *The challenge before us is of such magnitude . . . that school and family will be a match for it only when they forge a grand alliance with a third institution -- the library -- . . . a librarian not only holds the keys to the knowledge that is the prelude to tomorrow but also is equipped to show every citizen how to access the future and live with confidence in the learning society.*
>
> U.S. Department of Education, 1984

Mission accomplishment will be realized with the participation of all libraries through continued planning and analysis. This will require application of techniques structured to measure library effectiveness, as well as materials and information, quality personnel and service, interlibrary cooperation, and resource sharing.

Funding and promotion of libraries will be shared at the local, regional, state, and national levels.

NEEDS ASSESSMENT

The most fundamental characteristic of this Long-Range Program is flexibility. It is a dynamic tool, subject to annual revision at which time the entire five-year program is advanced by one year. Each year there will be a "new" five year planning document tuned to changing needs of the populations which libraries serve. Some of those needs will already have been accommodated, others will have changed and some will be new. So, to a large measure, the foundation on which a considerable portion of the program is structured will depend on an accurate assessment of needs. The Long-Range Program, then, must be viewed and judged in light of how well it responds to those needs, bearing in mind that we do not always want what we need but are quick to rationalize as a "need" something we simply want. This Long-Range Program will assign first priority to needs.

At best, needs assessments are essentially reasonable estimates which, when serviced over time, tend to become very accurate. The estimates are generated by the collection, analysis and evaluation of data, mostly demographic, pertaining to populations to be served. Most often, the data is readily available from census reports as well as state and municipal "provider agencies" which have identified their own special populations in a number of categories: those who may be geographically isolated, those within specific economic levels, those who are physically or mentally handicapped, incarcerated, elderly, juvenile, illiterate, non-English speaking or other special or disadvantaged populations. All these categories represent particular populations which appropriate libraries must recognize and identify in order to assess existing needs and to serve those needs.

Given a well done assessment of needs, it follows that planners will be in a much better posture to establish appropriate criteria and assign priorities appropriate to effective programming. Such planning can anticipate significant budgeting adjustment, personnel requirements, facilities needs and other considerations necessary for the formulation of sound administrative actions related to demographic trends.

To assess the needs of a population is one thing; to serve those needs is quite another. A delicate balance will appear in the contest for equity in assigning priorities. But priorities will change as criteria change, both responding to program effectiveness and to demographic trends. A constant and responsive awareness to those trends can ensure a fair measure of service to each identified need in the order of priority.

DEVELOPMENT OF THE PROGRAM

The Library Services and Construction Act, in addition to requiring that states prepare a Long-Range Program every three to five years, stipulates that such a Long-Range Program "shall be developed with the advice of the State Advisory Council and in consultation with the [U.S.] Secretary [of Education]." The process used to develop the Long-Range Program for Library Services and Development, 1990/91-1994/95 met this base federal requirement.

The Tennessee Advisory Council on Libraries, in its meeting of May 18, 1990, reviewed and endorsed the full Long-Range Program which had been prepared by State Library and Archives staff and reviewed by the Planning Committee. It was then transmitted to the State Librarian and Archivist for review, revision, and, after submission to the U.S. Department of Education, implementation.

THE GOALS AND OBJECTIVES

GOAL ONE: LIBRARY FACILITIES

LIBRARY FACILITIES WILL BE ADEQUATE TO HOUSE COLLECTIONS, SERVICES, PROGRAMS, STAFF, AND ADMINISTRATIVE FUNCTIONS WHICH MEET THE LIBRARY NEEDS OF THE CITIZENS OF THE SERVICE AREA.

RATIONALE:

> *I have often thought that nothing would do more extensive good at small expense than the establishment of a circulating library in every county . . .*
>
> Thomas Jefferson

The first requirement for basic public library services to any local area is an adequate building from which to operate. There are certain counties within Tennessee which, for one reason or another, have been chronically deprived economically. These counties do not have a strong tax base nor access to funding to permit them to enter into existing programs for library construction and the long-term history of these counties supports the proposition that economic recovery is not likely in the immediate future. Other Tennessee counties are growing rapidly and the existing buildings--as well as services--are severely strained.

Because every municipality contributes in some measure to the tax base of the state and is therefore entitled to share in the services provided to municipalities, it follows that libraries and the services which they are expected to provide must be made available at the local level. Ergo, no county should be without an adequate library facility simply because that county, due to economic deprivation or rapid growth, is unable to fund construction of such a facility. It also follows that so long as even ONE county is without an adequately housed library to serve its residents, the state has not met the moral obligation to see that all people of the state are provided basic library services on an equal basis.

O B J E C T I V E S

1.1 Facilities will be constructed or modified to provide the amounts and types of space necessary to meet community needs as defined by appropriate standards or by a community needs assessment.

PLAN OF ACTION:

A. Each year, a minimum of seven public libraries deemed inadequate in terms of age and/or capacity will be replaced, expanded and/or renovated in order to accommodate new services and technology. Funding for this construction will come from a combination of local, state, federal, and private funds.

B. Beginning in 1990/91, the Tennessee State Library and Archives will assist public and state-supported institutional libraries in evaluating current space utilization and in developing plans to use existing buildings more effectively.

C. Beginning in 1990/91, the Tennessee State Library and Archives will work with the Departments of Correction and Mental Health and Mental Retardation to assure that libraries in state-supported correctional and mental health institutions are housed in facilities that meet the appropriate national standards for such institutions.

1.2 All newly constructed, renovated or remodeled libraries will provide barrier-free access for all users including the handicapped, and, by 1992/93, all existing libraries will have removed as many physical barriers to access as possible.

PLAN OF ACTION:

A. All library building construction/renovation funded, using state or federal funds, will conform to applicable codes and standards for barrier-free access.

B. During 1990/91, the Tennessee State Library and Archives, working with the State Fire Marshall and the State Architect, will prepare guidelines for modifying existing buildings to provide barrier-free access to all users including the handicapped. The guidelines will address common barriers to access in libraries and include specifications and estimated costs for removing each barrier.

C. By 1990/91, the Tennessee State Library and Archives, in consultation with the Tennessee Library Association, will appoint a task force to study non-building related barriers to access in libraries and to prepare recommendations for overcoming those barriers. The task force will focus on providing services to the deaf and

hearing impaired (Telecommunication Devices for the Deaf [TDD machines], Assistive Listening Devices, etc.), the blind and visually impaired (Kurtzweil machines, Braille computers, etc.), and other users with special needs.

1.3 Libraries will provide adequate maintenance of and risk management for their facilities and other capital assets.

PLAN OF ACTION:

A. By 1990/91, public and regional library boards will complete an insurance assessment of the libraries for which they are responsible and acquire appropriate insurance.

B. By 1990/91, the Tennessee State Library and Archives will prepare and distribute a model building and equipment maintenance schedule. Library boards and other agencies responsible for libraries will revise the model to meet local needs and resources.

C. By 1992/93, regional library centers will prepare disaster plans addressing the potential needs of the public libraries within their regions, and the Departments of Correction and Mental Health and Mental Retardation will complete similar disaster plans for the libraries under their jurisdiction. A model disaster plan for school library media centers will be developed by the Tennessee Department of Education and distributed to all school media centers in the state for revision and adoption. All libraries will be encouraged to prepare comprehensive disaster plans.

GOAL TWO: LIBRARY MATERIALS AND SERVICES

LIBRARY MATERIALS AND SERVICES WILL BE AVAILABLE TO ALL TENNESSEE CITIZENS IN ORDER TO MEET EDUCATIONAL, VOCATIONAL, INFORMATIONAL, CULTURAL, AND PERSONAL NEEDS.

RATIONALE:

> *The general diffusion of knowledge and learning through the community is essential to the preservation of free government.*
>
> Carl Becker

All individuals have personal, educational, and/or professional information needs they are unable to meet without assistance. Libraries must develop, preserve, and provide the broadest possible access to materials collections. They must also provide trained reference staff to assist in using those collections to assure that informational needs of Tennessee citizens, businesses, and organizations are addressed in the most effective and efficient manner.

O B J E C T I V E S

2.1 Children will have increased access to quality library services and materials in school, public, and relevant special libraries.

RATIONALE:

According to the 1980 Census, 23% of Tennessee's population is age 14 and under. While a slight decrease is indicated by 1990, there will be no significant change. Evaluations of public libraries clearly indicate that while some libraries have provided outstanding attention to the development of innovative programs for children, others limit their attention to pre-schoolers and a few provide little more than token attention to any services for children. Some elementary school libraries are staffed by clerks, underfunded and only able to provide the most minimal curriculum support. Libraries should provide a child's first step on the road to life-long learning. And the child who experiences--early in life--the stimulation, the welcome and the enrichment provided by good libraries is the person most likely to become a dedicated user and consequently, a well informed citizen.

PLAN OF ACTION:

A. Annually, the Tennessee State Library and Archives will work with a committee of children's librarians to plan, prepare, print and distribute a statewide summer reading program.

B. By 1991/92, the Tennessee State Library and Archives and the Tennessee Library Association will develop and disseminate guidelines for public library service to children. Public library boards will be encouraged to work with parents to develop local guidelines for services to children based upon the state guidelines.

C. Public libraries will be encouraged to implement the local guidelines for public library service to children endorsed by their board.

D. Beginning in 1990/91, the Tennessee State Library and Archives will work with the Tennessee Department of Education, the Tennessee Library Association, the Tennessee Education Association, and the Graduate School of Library and Information Science at the University of Tennessee in Knoxville to develop an on-going program of training for public library children's librarians and elementary school librarians. This program will include workshops, conference programs, manuals, etc.

E. By 1991/92, the Tennessee State Library and Archives and the Tennessee Department of Education will present at least one seminar on school/public library cooperation and will actively promote such cooperation whenever possible.

2.2 Young adults will have increased access to quality library services and materials in school, public and relevant special libraries.

RATIONALE:

Although the 1980 Census indicates that 19% of the state's population is between the ages of 15 and 24, public library services specifically designed to meet the total information needs of this age group are very rare. Most middle and senior high school libraries focus their services on providing curriculum support; yet, young adults have critical information needs that go far beyond their school curriculum. It is during this period of their lives that they will make the major moral, ethical and career choices which will affect the rest of their lives. Libraries have a responsibility to provide young adults with the information they need to make informed, positive choices.

PLAN OF ACTION:

A. By 1992/93, the Tennessee State Library and Archives will work with the Tennessee Library Association to develop and disseminate guidelines for public library service to young adults. Public library boards will be encouraged to work with parents and young adults to develop local guidelines based upon the state guidelines.

B. Beginning in 1991/92, the Tennessee State Library and Archives will work with the Tennessee Department of Education, the Tennessee Library Association, the Tennessee Education Association and the Graduate School of Library and Information Science at the University of Tennessee in Knoxville to develop an on-going program of training in young adult services for public librarians as well as middle and high school librarians. This program will include workshops, conference programs, manuals, etc.

C. By 1993/94, public libraries will be encouraged to implement the local guidelines for public library service to young adults endorsed by their board.

D. By 1991/92, the Tennessee State Library and Archives and the Tennessee Department of Education will present at least one seminar on school/public library cooperation and will actively promote such cooperation whenever possible.

2.3 Public libraries will provide services, programs, and materials designed to meet the needs of adults within their service areas.

RATIONALE:

The informational, recreational, and educational needs of adults vary greatly depending on the age, education, occupation and personal interests of the adults. For example, the needs and interests of adults in their twenties and thirties are quite different from those of adults in their sixties and seventies. Each library must look carefully at all adults in its service area to determine the types of services and collections necessary to meet their needs.

PLAN OF ACTION:

A. By 1992/93, multi-county regional libraries will assist local librarians and trustees within their regions in completing long-range plans that identify the information needs of adult residents and provide goals and objectives for meeting those needs.

B. Each year, public libraries will be able to apply for direct service grants to provide special programs and services to meet currently unmet needs of adult residents, with particular emphasis on the needs of adults over the age of 50 or the special needs of other adult populations.

C. Public libraries which receive LSCA Title I funds for special services and programs for adults will be encouraged to allocate local funds to ensure that the services and programs continue after the grant year has ended.

2.4 A study will be initiated to determine the feasibility of formal cooperative "on-site" borrowing privileges among cooperating Tennessee libraries to include a Tennessee Borrower's Card.

RATIONALE:

There are a variety of reasons to explore the potential benefits of formal cooperative borrowing privileges. We live in a mobile society. Many people live in one city or county and work in another. These people often find it difficult to use the library in the county/community where they live because, during the hours the library is open, they are at work. Other people travel throughout the state as a necessary part of their job. These people, too, are often unable to utilize the services of their local library. The majority of the materials in local libraries in the twelve multi-county regions were purchased with state funds from taxes paid by all residents of Tennessee. It seems reasonable to explore mechanisms to allow state residents access to those materials, no matter where they might be housed.

PLAN OF ACTION:

A. By 1990/91, at least one of the twelve multi-county regional libraries will implement the model cooperative borrowing program for at least one year.

B. At the end of the one-year trial period, the Tennessee State Library and Archives and other interested library groups, with input from the region involved, will evaluate the effectiveness of the model program and make appropriate plans to expand (or discontinue) the model program.

2.5 Each year, the number of counties in which at least one public library provides a continuing comprehensive information and referral service using federal, state, and/or local funds will be increased.

RATIONALE:

All Tennesseans have occasions when they need to locate community resources. This search is often most difficult for that segment of the community so frequently underserved by the public library--the unemployed, the elderly, the illiterate--who are in need of referral to social services, health care, consumer information, etc. However, all citizens at one point or another become bogged down in the bureaucratic tangle surrounding many community resources. Through the development of information and referral programs, public libraries can work with community agencies to ensure that those who need help in identifying and locating appropriate community resources are able to do so.

PLAN OF ACTION:

A. Each year, a portion of the LSCA Title I funds used for direct service grants will be allocated to assist local libraries in establishing information and referral programs.

B. Local libraries which receive LSCA Title I funds for information and referral grants will be encouraged to allocate local funds to ensure that those programs continue after the grant has ended.

C. By 1990/91, the Tennessee State Library and Archives will publish a description of five of the most effective information and referral programs being provided by Tennessee public libraries to be used as models for the development of such programs in other libraries.

2.6 By 1991/92, libraries will develop and adopt written collection development policies which will establish criteria for the selection and weeding of materials as well as procedures for handling gifts and donations.

RATIONALE:

One of the primary purposes of any library is to select and purchase materials. It is economically impossible for any library to buy all of the materials being produced, nor would such blanket purchasing be desirable. Libraries evaluate materials based on a variety of criteria, including the quality of the materials, the needs of the community, and other materials in the collection. To assure that the limited funds available for materials are used to purchase the most needed materials, it is critical that libraries develop and follow a detailed collection development policy.

PLAN OF ACTION:

A. Each year, the Tennessee State Library and Archives will work with the directors of the twelve multi-county regions to revise and refine the collection development policies for the regional library centers. These policies will focus on the collection development needs of the local libraries within the regions and the regional libraries' role in meeting those needs.

B. During 1990/91, the Tennessee State Library and Archives will continue to work in conjunction with the multi-county regional library directors to present collection development training for local librarians and trustees in each of the twelve regions.

C. During 1990/91 and 1991/92, directors of the twelve multi-county regions will work with local librarians and boards to develop collection development policies for each local library. These local policies will address materials provided by the regional library and by the local library, as well as gifts, memorials, etc.

D. During 1990/91, the Tennessee State Library and Archives will work with the State Departments of Correction, Youth Services, and Mental Health/ Mental Retardation to develop a model collection development policy for institutional libraries. This model policy will be distributed to institutional librarians for revision and adoption.

2.7 By 1992/93, 20% of public libraries will initiate and/or expand collections and programs to serve government, business, and community service organizations.

RATIONALE:

Public libraries have traditionally emphasized services to individuals and provided few services specifically for government agencies, businesses, or organizations. These corporate clients have important information needs and most lack the funds to provide their own in-house libraries. Libraries have a responsibility to develop services and collections to meet the needs of these corporate clients.

PLAN OF ACTION:

A. During 1990/91, the Tennessee State Library and Archives will determine how many public libraries are currently providing collections and programs

to serve government agencies, business and community service organizations, and the type and level of those services.

B. By 1991/92, the Tennessee State Library and Archives will work with the Special Library Association, the Municipal Technical Advisory Service, and other groups to develop an annotated bibliography of materials useful to corporate clients and appropriate for purchase in public libraries of specified sizes and distribute that bibliography to all public libraries in Tennessee.

C. Each year, public libraries will be able to apply for LSCA Title I direct service grants to develop collections and programs to serve this corporate clientele.

D. Public libraries which receive LSCA Title I funds for collection and programs to serve the corporate clientele will be encouraged to allocate local funds to assure that those programs continue after the grant year has ended.

2.8 By 1991/92, policies, plans and guidelines for the conservation and preservation of library materials in all libraries throughout the state will be developed.

RATIONALE:

The perishable quality of printed materials in modern times is a matter to be reckoned with. Many papers manufactured during the twentieth century are self-destructing due to high acid content which greatly shortens the shelf life of many books as well as valuable documents. Many libraries and archives will have concerns for those holdings which have more than passing value and which must be preserved in those instances where they cannot be replaced.

PLAN OF ACTION:

A. By 1991/92, the Tennessee State Library and Archives, in consultation with the Tennessee Library Association and the Tennessee Archivists, and utilizing LSCA Title III funds, will appoint a Materials Preservation Task Force to be composed of concerned academic, public and special librarians and archivists. The task force will be asked to:

1. Determine the current need for preservation of library and archival materials in Tennessee libraries and archives of all types.

2. Prepare and disseminate policies and guidelines to assist librarians and archivists to identify and preserve appropriate library and archival materials.

3. Prepare recommendations for further statewide actions needed and present those recommendations to the Tennessee State Library and Archives, the Tennessee Library Association Board of Directors, and the Tennessee Archivists for endorsement and implementation.

2.9 By 1990/91, a determination will be made concerning the future direction of government documents in research libraries in the state.

RATIONALE:

Government publications, often referred to as government documents, represent a major source of information on a wide range of subjects at moderate cost. Materials are available to libraries and individuals from federal, state, and local governments, as well as foreign governments and the United Nations. However, such publications, because of their specialized classification schemes, normally require special handling and not all libraries have the personnel (or the space) to deal effectively with such materials.

Federal documents are made available to a number of Tennessee institutions which serve as partial depositories of government publications. Memphis State University has been designated as a federal depository.

Tennessee state documents are currently received at six official state depositories. Most state documents are unadvertised and by their very nature are difficult to acquire. State documents, however, offer a wealth of information by and about the citizens of Tennessee.

Whereas most government publications have traditionally been available in printed format, in recent years many publications have been issued in microfiche, with consequent savings in printing costs. Recently, a few publications have been issued in electronic, machine readable format, giving rise to major concerns by such groups as the Association of Research Libraries (ARL), of which two Tennessee research libraries are members. ARL has begun to address the issue through a study titled Technology and U.S. Government Information Policies: Catalysts for New Partnerships (Washington, D.C.: Association of Research Libraries, 1987). The state as a whole needs to examine the future of government publishing in electronic and other formats.

PLAN OF ACTION:

A. During 1990/91, the Government Documents Task Force will continue its study and consultation with all appropriate interest groups, and will report its findings and recommendations to the State Librarian and Archivist. The findings and recommendations will include, but not be limited to, the following areas:

   1. The need for better distribution and use of Tennessee documents, including the need for:

      a. A central clearinghouse for state documents.

      b. Guidelines for state depositories.

      c. Increased participation in the state depository system.

   2. New directions for government publications in electronic format.

B. The task force, after appropriate study and consultation with all appropriate interest groups, will report its findings and recommendations to the State Librarian and Archivist.

GOAL THREE: PLANNING AND EVALUATION

SYSTEMATIC EVALUATION AND MEASUREMENT STANDARDS WILL BE APPLIED TO ENSURE THAT THE QUALITY OF LIBRARY SERVICE IN TENNESSEE IS AT THE HIGHEST POSSIBLE LEVEL AND RENDERED IN THE MOST ECONOMIC AND ADVANTAGEOUS MANNER. RESEARCH AND DEVELOPMENT SHOULD LEAD TO PLANNING, ANALYSIS, STANDARDS, AND EVALUATION, AND WILL BE ACCOMPANIED BY CONSULTATION, GUIDANCE, EFFECTIVE COMMUNICATION, AND PUBLIC AWARENESS.

RATIONALE:

> *Long-range planning does not deal with future decisions, but with the future of present decisions.*
>
> Peter Drucker

Libraries of all types are facing unique challenges as we approach the Twenty-first Century. The amount of information being published is increasing geometrically while library budgets grow slowly, if at all. Technology offers new opportunities for managing services, but to take full advantage of these opportunities, libraries must allocate personnel and monetary resources currently being used elsewhere. Information needs of special segments of the population are being redefined and new services are being designed to meet these needs but at a higher per capita cost than traditional library services. Library directors and boards will have to make critical decisions during the next decade. Only through on-going measurement and evaluation of current services and practices can they obtain the data necessary to design responsive and effective library services for the future.

The evaluation of library services, collections and facilities is uneven in Tennessee, but conditions have improved markedly for some types of libraries in the last two years. In 1988, the biennial evaluation of regional libraries and institutional libraries conducted by the Tennessee Advisory Council on Libraries was one of the few formal ongoing library evaluation processes in Tennessee. Academic libraries were evaluated as a part of the regular university accreditation process every ten years, but there was no formal process for regular evaluation focused solely on academic libraries. Although the Tennessee Department of Education had adopted minimum standards, school libraries were not monitored to ensure that standards were being met. Some schools, however, were voluntarily evaluated for Southern Association for College and School Accreditation, which included a section on libraries. The situation was particularly bleak for public libraries. In the absence of state and national standards for public libraries, meaningful evaluation was very difficult.

The most significant improvement in the evaluation of libraries in the last two years has occurred in the area of public libraries. The first draft of the Minimum Standards for Tennessee Public Libraries was published and distributed to all public libraries in Tennessee in March, 1989. An open hearing on the draft standards was held at the Tennessee Library Association Annual Conference in April, 1989, and the response was very positive. Although the Standards Committee continued to refine the standards during 1989/90, regional and public library boards across the state began to use the draft standards as the basis for an evaluation of existing library services and the development of long-range plans. The evaluation of school libraries was the focus of a committee of school librarians from across the state appointed in 1989 to design ways to implement the guidelines for successful school library media programs detailed in Information Power (Chicago: American Library Association; Washington, D.C.: Association for Educational Communication and Technology, 1988). Evaluation processes for regional libraries, institutional libraries and academic libraries have changed very little in the last two years.

Evaluation of performance provides information about current conditions and levels of service. However, such data has little value until it is incorporated into a long-range planning process intended to lead to improved services, collections and facilities. Regional and public libraries in Tennessee are currently preparing long-range plans using the process described in Planning and Role Setting for Public Libraries (Chicago: American Library Association, 1988). School libraries are creating plans for new services and programs in accordance with Information Power. If Tennessee libraries are going to continue to meet the needs of their clientele, they must develop and maintain a continuous process of evaluation and long-range planning.

O B J E C T I V E S

3.1. By 1990/91, a research agenda will be established to investigate solutions to problems facing Tennessee libraries.

PLAN OF ACTION:

A. By 1990/91, staff of the Tennessee State Library and Archives, using the study A Library and Information Science Research Agenda for the 1980s (Santa Barbara, CA: Cuadra Associates, 1982), and others as models, will develop a questionnaire to be distributed to key persons in the state to determine their opinion on a research agenda in library and information science for the state of Tennessee.

B. Using a modified Delphi technique, as well as other appropriate methodologies, Tennessee State Library and Archives staff will analyze the data collected through the questionnaire to establish a tentative research agenda for Tennessee.

C. Faculty members in library and information science, along with other library researchers, will be consulted in the process.

3.2 During 1991/92, the Tennessee State Library and Archives, working with the Public Library Standards Review Committee, will review the Minimum Standards for Tennessee Public Libraries.

PLAN OF ACTION:

A. During 1991/92, the Tennessee State Library and Archives, in consultation with the Tennessee Library Association, will appoint a Public Library Standards Review Committee.

B. During 1991/92, the Public Library Standards Review Committee will evaluate the progress made toward reaching the Minimum Standards for Tennessee Public Libraries and recommend needed revisions.

3.3 During 1990/91, the committee established to make recommendations for implementing Information Power: Guidelines for School Library Media Programs (Chicago: American Library Association; Washington, D.C.: Association for Educational Communications and Technology, 1988) in Tennessee will continue its deliberations as the Information Power Implementation Team.

PLAN OF ACTION:

A. During 1990/91, the Information Power Implementation Team will complete its mission and present its findings and recommendations to the board of the Tennessee Association of School Librarians, the Tennessee Department of Education, and the Tennessee Advisory Council on Libraries.

3.4 By 1990/91, the process and the standards by which academic libraries are evaluated will be reviewed by the appropriate governing bodies.

PLAN OF ACTION:

A. During 1990/91, the Tennessee Higher Education Commission will be requested to work with the College and University Libraries Section of the Tennessee Library Association to appoint a committee to review the evaluation of libraries under the purview of the Commission.

B. Based on this study, the committee will make recommendations to ensure that academic libraries in the State of Tennessee meet the appropriate standards.

3.5 During 1989-91, the Tennessee State Library and Archives, working with the Department of Correction and the Department of Mental Health and Mental Retardation, will use the most appropriate standards to evaluate institutional libraries and to develop plans of action to assist those libraries in meeting those standards during a five-year period.

PLAN OF ACTION:

A. During 1990/91, Tennessee State Library and Archives staff members and Department of Correction staff members responsible for libraries will visit and evaluate all correctional libraries in the state using as criteria Library Standards for Juvenile Correctional Facilities (College Park, MD: American Correctional Association; Chicago: American Library Association, 1975) and Library Standards for Adult Correctional Facilities (College Park, MD: American Correctional Association; Chicago: American Library Association, 1981). The results of the evaluations will be sent to the warden, the librarian, and other interested parties in each institution and to the Tennessee Advisory Council on Libraries.

B. During 1990/91, Tennessee State Library and Archives staff members and Department of Correction staff members responsible for libraries will work with the warden, the librarian and other interested parties in each correctional institution to develop a plan to assure that the library meets all standards within five years.

C. By 1990/91, the Tennessee State Library and Archives will create an evaluation form based on the ALA and ACA standards to be used by the members of the Tennessee Advisory Council on Libraries during the biennial evaluation of the Department of Correction libraries.

D. During 1991/92, Department of Correction staff will review the plans to improve correctional library services and evaluate the current state support provided to correctional libraries to determine the amount of additional state funds necessary for those libraries to implement their five-year plans. The Department of Correction will prepare and implement a plan for phasing in

budget requests for the required amount over a five-year period. The Tennessee Advisory Council on Libraries will monitor the implementation of the plan.

E. During 1991/92, Tennessee State Library and Archives staff members and Department of Mental Health and Mental Retardation staff members responsible for libraries will visit and evaluate all patient libraries in mental health institutions and developmental centers in the state using as criteria the Standards and Guidelines for Client Library Services in Residential Mental Health Facilities (Chicago: American Library Association, 1987). The results of the evaluations will be sent to the director of the institution, the librarian, and other interested parties in each institution and to the Tennessee Advisory Council on Libraries.

F. During 1991/92, Tennessee State Library and Archives staff members and Department of Mental Health and Mental Retardation staff members responsible for libraries will work with the institution director, the librarian and other interested parties in each mental health institution to develop a plan to assure that the library meets all standards within five years.

G. By 1991/92, the Tennessee State Library and Archives will create an evaluation form based on the ALA standards to be used by the members of the Tennessee Advisory Council on Libraries during the biennial evaluation of the Department of Mental Health and Mental Retardation libraries.

H. During 1992/93, Department of Mental Health and Mental Retardation staff will review the plans to improve patient library services and evaluate the current state support provided to patient libraries to determine the amount of additional state funds necessary for those libraries to implement their five-year plans. The Department of Mental Health and Mental Retardation will prepare and implement a plan for phasing in budget requests for the required amount over a five-year period. The Tennessee Advisory Council on Libraries will monitor the implementation of the plan.

3.6 By 1990/91, all public libraries participating in the Regional Library System, including the regional centers themselves, will prepare written five-year plans to meet community library needs.

PLAN OF ACTION:

A. During 1990/1991, local library boards and librarians will develop long-range plans for their libraries with the assistance of staff from the twelve multi-county regional libraries. By June, 1991, all such plans will be complete. Completed plans will be submitted to the appropriate regional library board and to the Tennessee State Library and Archives.

B. Each year, all public libraries and regional libraries will review and update their long-range plans and submit revisions to the appropriate regional library board and to the Tennessee State Library and Archives.

GOAL FOUR: INTERLIBRARY COOPERATION

RESIDENTS OF TENNESSEE WILL HAVE ACCESS TO NEEDED INFORMATION AND MATERIALS NOT AVAILABLE IN THEIR LOCAL LIBRARY THROUGH VARIOUS RESOURCE-SHARING MECHANISMS.

RATIONALE:

> *Resource sharing among libraries is the future. Libraries cannot afford to purchase printed material as they did 20 or even 10 years ago. Books are now a valuable commodity and often, for a rural library, sharing is the way to access them.*
>
> Senator Dan Quayle
> To the U.S. Senate on
> 5 April 1984.

Many, indeed most, patrons are not aware that their local public library collection is but a small part of the total collection of books and serials available to them. They have not been made aware that almost any book or magazine article can be obtained by loan from another library and that, in effect, the local library has access to books and articles all across the state and country. When users realize the vastness of resources available to them through interlibrary loan, use of that service will increase significantly.

Librarians, too, must be made more aware of the resource sharing mechanisms in place in Tennessee. While it is critical to continue to build strong collections in all local libraries, there are many materials that are not appropriate for local collections for reasons of cost, infrequent use, etc. These materials must be available for loan through an effective resource sharing network, and librarians must be aware of them and know how to make them available to local library users.

Basic to the application of technology to library operations is the conversion of book, periodical, and audio-visual library holding records to a machine-readable format. Once holding records have been converted, automated acquisitions, accounting and circulation sub-systems may be added to create an integrated system for collection management. Such a system may be shared by many libraries in a region. For resource sharing purposes, regional systems should be linked to create a statewide network having links to national networks.

Libraries in Tennessee are currently linked with a number and variety of national networks. The twelve multi-county regional libraries use the AGILE II online system to catalog materials. The four metropolitan public libraries and most

of the major university libraries use the OCLC online cataloging system. Special libraries in the state have been particularly involved in a number of local and national networking efforts. Planning must continue to assure that all libraries linked with one network have access to information about Tennessee library holdings stored in other networks. Recently, a number of medium-sized public, academic, and school libraries have begun to use stand-alone CD-ROM cataloging systems to create machine-readable records of their bibliographic holdings. These libraries, though not linked with any network, should also have access to the Tennessee holdings in all networks. It is also critical that bibliographic records created by these stand-alone systems be accessible to other libraries in Tennessee.

In 1988, the Tennessee State Library and Archives funded a pilot project to determine the feasibility of creating a statewide public library database to be accessed through CD-ROM technology. This pilot project was successful and in 1989, the first two editions of TELINET, the Tennessee public library database, were created. These initial editions included the records from the Public Library of Nashville and Davidson County, the Knox County Public Library and the Chattanooga-Hamilton County Bicentennial Library, as well as the records of items owned by the Tennessee State Library and Archives. During 1990, the records of the holdings of the Memphis-Shelby County Library and Information Center and the Tennessee Union List of Serials were added to the TELINET database.

The TELINET database is accessed through the CD-ROM interlibrary loan system, IMPACT. Each of the four Area Resource Centers has the equipment to use the IMPACT system for interlibrary operations. The Tennessee State Library and Archives and Memphis State University (Tennessee Union List of Serials) also have IMPACT equipment.

O B J E C T I V E S

4.1 The Tennessee State Library and Archives will create and maintain a statewide public library database.

A. Each year, the Tennessee State Library and Archives will produce at least three revised and updated editions of TELINET, the public library database, which will include, at a minimum, the records of the holdings of the multi-county regional libraries (purchased since 1988), the four metropolitan libraries, the Tennessee Union List of Serials, and the Tennessee State Library and Archives.

B. Beginning in 1990/91, the Tennessee State Library and Archives will add the bibliographic records of the holdings of at least three additional public libraries to TELINET each year.

C. By 1990/91, the Tennessee State Library and Archives will complete policies and procedures for the maintenance of the TELINET database.

D. Each year, the Tennessee State Library and Archives will publicize the availability of the CD-ROM database, TELINET, and provide copies of the database to interested libraries at the cost of production (approximately $50).

4.2 Interlibrary loan and networking services will be supported and extended to all libraries in the state.

PLAN OF ACTION:

A. Beginning in 1990/91, the four Area Resource Centers will use IMPACT as their primary interlibrary loan mechanism; the OCLC interlibrary loan subsystem will be accessed if the requested item is not available in TELINET.

B. By 1990/91, staff from the Tennessee State Library and Archives, the multi-county regional libraries, and the ARCs will work together to plan and present at least one resource sharing workshop in each region to inform all library employees about interlibrary loan policies and procedures and to encourage them to participate in the network.

C. By 1991/92, the Tennessee State Library and Archives, working with a committee of representatives from all types of libraries, will develop interlibrary loan policies and procedures for TELINET and interlibrary protocols governing the use of both TELINET and the ARCs.

D. By 1991/92, the Tennessee State Library and Archives will appoint a committee to develop the Tennessee Resource Sharing Guide, which will provide information on the types and levels of service provided by the ARCs and other resource sharing mechanisms involving all types of libraries in the state. This directory will be published and disseminated to all libraries in the state by June, 1992.

4.3 By 1994/95, the accessibility to cataloged holdings of regional libraries will be strengthened by converting the bibliographic records of those holdings to machine-readable form.

PLAN OF ACTION:

A. Each year, the multi-county regional libraries will enter all new holdings purchased by the regional libraries into the TELINET database in accordance with policies and procedures distributed by the Tennessee State Library and Archives.

B. By 1993/94, the twelve multi-county regional libraries, working with local library staff within the regions, will evaluate, weed and complete an inventory of each local library within the region. The circulation cards indicating the location of regional books will be checked during this process to ensure that they accurately reflect the location of regionally owned materials. The circulation cards will be marked to indicate which books are considered to be on "indefinite loan" to the local library, and which are considered to be "circulating regional books."

C. Beginning in 1990/91, the twelve multi-county regional libraries will use AGILE II to convert to machine-readable form the records of materials owned by regional libraries and on indefinite loan in local libraries which were purchased before 1988 and are, therefore, not in the TELINET database. This retrospective conversion will begin after each local library has completed a weeding and inventory process.

4.4 The Tennessee Union List of Serials (TULS) will be maintained and updated as needed

PLAN OF ACTION:

A. Each year, the Tennessee State Library and Archives will contract with Memphis State University to maintain the Tennessee Union List of Serials.

B. The Tennessee Union List of Serials database will be produced and distributed by computer output microfiche (COM) and will be entered into TELINET.

4.5 Each year, the Tennessee State Library and Archives will coordinate the automation activities of all public libraries in the state.

PLAN OF ACTION:

A. During 1990/91, the Tennessee State Library and Archives and the directors of the twelve multi-county regional libraries will develop the procedures to begin to provide local libraries who

use such records with machine-readable records on disk for all books cataloged on the AGILE II system.

B. Each year, the Tennessee State Library and Archives will provide technical assistance to public libraries planning to automate one or more of the functions (cataloging, circulation, etc.) of the library.

C. Beginning in 1990/91, the Tennessee State Library and Archives will add the bibliographic records of the holdings of at least three additional libraries to TELINET each year.

D. Each year, the Tennessee State Library and Archives will encourage a minimum of three public libraries to acquire the IMPACT CD-ROM system to access IMPACT; Title III funds may be used for this purpose if such funds are available.

4.6 Each year, the library collections of the metropolitan libraries in the four single-county regions will be strengthened to enhance their ability to serve as resource sharing centers for the public libraries within the state.

PLAN OF ACTION:

A. The metropolitan libraries in the four single-county regions will continue to receive funding from the Tennessee State Library and Archives to augment and strengthen local collections.

B. The metropolitan libraries in the four single-county regions will develop collections to meet the information needs of the state as a whole.

C. The metropolitan libraries in the four single-county regions will continue to lend materials to requesting libraries throughout Tennessee through the ARCs.

GOAL FIVE: SPECIAL POPULATIONS

TENNESSEE WILL ESTABLISH PROCEDURES TO ENSURE THAT LIBRARY RESOURCES WILL BE AVAILABLE TO PERSONS WHO ARE PRESENTLY DEPRIVED OF ACCESS TO THOSE SERVICES BELIEVED TO BE NECESSARY FOR AN EQUAL POSITION IN SOCIETY REGARDLESS OF MENTAL OR PHYSICAL DISABILITY, GEOGRAPHICAL ISOLATION, ETHNIC OR CULTURAL BACKGROUND, ECONOMIC DISTRESS, LEVEL OF EDUCATION, OR INCARCERATION.

RATIONALE:

> *Any great government will be best remembered for what it does for those in the dawn of life, the children; those in the twilight of life, the elderly; and those in the shadow of life, the handicapped.*
>
> Hubert Humphrey

A basic tenet of library services is that information must be available to all citizens. In the case of certain groups traditionally considered "non-users" of libraries, this may mean that special materials and methods of dissemination must be designed and implemented.

O B J E C T I V E S

5.1 Each year, the number of people who use the services and resources available through state and local programs specifically for blind and physically handicapped residents of Tennessee will increase by at least 5%.

RATIONALE:

> *The needs of the blind and handicapped reader are no different from those of other citizens. Differences may exist in the kinds of media and the methods used for dissemination, but the range of subjects covered and the uses to which the materials are put are the same.*
>
> ALA Standards of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped, 1984

Services to blind and physically handicapped persons require access to information resources in special formats that provide persons with visual impairments the same wide variety of subjects, points of view, and comprehension levels available to other library patrons. Special equipment is available which makes library materials accessible to the blind and physically handicapped.

Libraries and other local community agencies are important points of contact for this service. They can identify potential users, provide readers advisory services, introduce users to such conventional services as telephone reference and audio collections, and provide intermediary contact between the local user and the regional libraries.

The WPLN Talking Library, a radio reading service at the Public Library of Nashville-Davidson County, broadcasts on a sub-carrier of 67 kilohertz and can be received only by using a fixed-tuned radio receiver which is issued free by the library. The broadcast signal from Nashville is limited to some counties in Middle Tennessee; however, a re-transmission is broadcast from Murfreesboro to serve some counties in that area. Another radio reading service, the West Tennessee Talking Library, is broadcast from the Memphis area to serve the southwest counties. There is no service to any county in east Tennessee, Northwest Tennessee, or to the counties between those served by Nashville and Memphis.

PLAN OF ACTION:

A. Each year, services provided by the Tennessee Library for the Blind and Physically Handicapped with state and federal monies will be supported.

B. By 1990/91, the Tennessee State Library and Archives will have appointed a committee with members from across Tennessee representing all blind and physically handicapped constituents to develop recommendations to provide radio reading services to areas of Tennessee not currently receiving such service. The recommendations will include suggested funding sources for the expanded services.

C. By 1991/92, staff from the Library for the Blind and Physically Handicapped will present workshops describing its services to local librarians in all twelve multi-county regions.

5.2 By 1992/93, Tennessee's deaf and hearing impaired residents will have access to a full range of library services similar to those available to other handicapped populations.

RATIONALE:

Hearing impairment is the most prevalent chronic physical disability in the United States. In Tennessee alone, 309,000 people, or about 7% of the population, are hearing impaired. Of these, 41,000 are profoundly deaf and at least 9,000 use sign language as their primary language. Clearly, deaf people have

difficulties with the world of communication that is taken for granted by the hearing majority. Education suffers. The average reading level of deaf adults is about grade five. One result is that they are traditionally non-users of our libraries. Successful demonstration projects have been implemented in Tennessee to serve this audience, but they are small and serve only a fraction of the potential audience.

PLAN OF ACTION:

A. Each year, services provided by the Library Service for the Hearing Impaired will be supported with state and federal monies.

B. By 1991/92, staff from the Library Service for the Hearing Impaired will have presented workshops describing its services to local librarians in all twelve multi-county regions.

C. By 1991/92, staff from the Library Service for the Hearing Impaired and the Tennessee State Library and Archives will prepare, publish, and distribute to all public libraries a pamphlet describing services for the hearing impaired that can be provided by local libraries at little or no cost. Examples of such services include having an interpreter at library programs to interpret for deaf participants, and purchasing closed-captioned versions of movies on videotape, maintaining a separate list of those videotapes, and publicizing their availability to the deaf community.

D. By 1992/93, public libraries serving communities with populations over 40,000 will have at least one Telecommunication Device for the Deaf (TDD) in the library to allow deaf users access to library services by telephone.

5.3 By 1992/93, homebound residents, the frail elderly, and residents of nursing homes, hospitals, and long-term care facilities will have appropriate access to library materials and services.

RATIONALE:

Homebound residents--as well as residents of correctional institutions, youth facilities, developmental centers, psychiatric centers, and special needs hospitals--do not have direct access to the resources of public libraries and are dependent on receiving service within the home or in the institution.

One of the most significant demographic trends in Tennessee, as in the nation, is the aging of the population. That segment of the population of persons 60 years or older is growing at a faster rate than any other age group, with large increases occurring in the over-75 age group.

PLAN OF ACTION:

A. Each year, staff in the twelve multi-county regions will provide bookmobile service to selected nursing homes and long-term care facilities within the region which do not have access to other library services.

B. Each year, public libraries will be able to apply for LSCA Title I direct service grants to provide services for the elderly in their communities.

C. Public libraries which receive LSCA Title I funds for services to the elderly will be encouraged to allocate local funds to ensure that those programs continue after the grant has ended.

D. By 1990/91, the Tennessee State Library and Archives will publish a description of five of the most effective services to the elderly programs being provided by Tennessee public libraries to be used as models for the development of such programs in other libraries.

5.4 Tennessee State Library and Archives staff will work with appropriate Department of Correction personnel to improve the access to, and quality of, library services and materials available to residents of state-supported correctional facilities, emphasizing basic support from the Department of Correction and backup support from the State Library and Archives and the Regional Library System.

RATIONALE:

Like people in any other community, residents of correctional institutions have diverse information needs. Traditionally, these needs have been addressed by providing library service as part of the educational program of the institution. Although all state-supported correctional institutions provide library services for residents, those services are, for the most part, inadequate and poorly funded.

In recent years, correctional institutions have gone beyond simple incarceration of residents and have become concerned with providing job training, literacy classes, and other coping skills to encourage residents to become productive citizens when released. Education is essential for preparing people for reentry into

society and an effective library program must be a part of the educational system. The library can help residents develop self-awareness and confidence, provide a positive outlet for emotion, assist residents to return to society as productive citizens, and help residents to develop effective coping skills.

PLAN OF ACTION:

A. Each year, Tennessee State Library and Archives staff members will work with Department of Correction library staff members to improve the quality and scope of the library materials available in correctional libraries.

B. During 1990/91, Tennessee State Library and Archives staff members and Department of Correction staff members responsible for libraries will visit and evaluate all correctional libraries in the state using as criteria Library Standards for Juvenile Correctional Facilities (College Park, MD: American Correctional Association; Chicago: American Library Association, 1975) and Library Standards for Adult Correctional Facilities (College Park, MD: American Correctional Association; Chicago: American Library Association, 1981). The results of the evaluations will be sent to the warden, the librarian, and other interested parties in each institution, to the appropriate administrators at the Department of Correction, and to the Tennessee Advisory Council on Libraries.

C. During 1990/91, Tennessee State Library and Archives staff members and Department of Correction staff members responsible for libraries will work with the warden, the librarian and other interested parties in each correctional institution to develop a plan to ensure that the library meets American Correctional Association (ACA) standards within five years.

D. By 1990/91, the staff of the Tennessee State Library and Archives will create an evaluation form based on the ALA and ACA standards to be used by the members of the Tennessee Advisory Council on Libraries during the biennial evaluation of the Department of Correction libraries.

E. The Tennessee Advisory Council on Libraries will review the plans to improve correctional library services and evaluate the current LSCA support provided to institutional libraries to determine if additional LSCA funds should be allocated to assist correctional libraries to implement their five-year plans.

5.5 Tennessee State Library and Archives staff will work with appropriate Department of Mental Health and Mental Retardation personnel to improve the access to and quality of library services and materials available to residents of state-supported mental health facilities and developmental centers, emphasizing basic support from the Department of Mental Health and Mental Retardation and backup support from the State Library and Archives and the Regional Library System.

RATIONALE:

Residents of mental health facilities and developmental centers also have diverse and critical information needs. In recent years, there has been a national trend toward deinstitutionalization. Mental health facilities and developmental centers have gone beyond the custodial care of residents and have become concerned with the reentry of people into local communities.

Education and programming are essential for preparing people for that reentry. Traditionally, patient libraries have been a part of the educational system of the institution. However, like correctional libraries, most patient libraries are inadequate and poorly supported. An effective library program helps residents develop self-awareness and confidence, provides an outlet for emotion, assists residents to return to society as productive citizens and helps residents to develop coping skills. Materials and services for developing self-awareness and coping skills are essential and must be provided in a variety of formats.

PLAN OF ACTION:

A. Each year, Tennessee State Library and Archives staff members will work with Department of Mental Health and Mental Retardation library staff members to improve the quality and scope of the library materials available in mental health institution and developmental center libraries.

B. During 1991/92, Tennessee State Library and Archives staff members and Department of Mental Health and Mental Retardation staff members responsible for libraries will visit and evaluate all patient libraries in mental health institutions and developmental centers in the state using as criteria the Standards and Guidelines for Client Library Services in Residential Mental Health Facilities (Chicago: American Library Association, 1987). The results of the evaluations will be sent to the director of the institution, the librarian, and other

interested parties in each institution, to the appropriate administrators at the Department of Mental Health and Mental Retardation, and to the Tennessee Advisory Council on Libraries.

C. During 1991/92, Tennessee State Library and Archives staff members and Department of Mental Health and Mental Retardation staff members responsible for libraries will work with the institution director, the librarian, and other interested parties in each mental health institution to develop a five-year plan to ensure that the library meets all standards within five years.

D. By 1991/92, the Tennessee State Library and Archives will create an evaluation form based on the ALA standards to be used by the members of the Tennessee Advisory Council on Libraries during the biennial evaluation of the Department of Mental Health and Mental Retardation libraries.

E. The Tennessee Advisory Council on Libraries will review the plans to improve patient library services in mental health institutions and developmental centers and evaluate the current LSCA support provided to institutional libraries to determine if additional LSCA funds should be allocated to assist patient libraries to implement their five-year plans.

5.6 Tennessee librarians, using federal, state, and local funds, will continue to cooperate in providing adult residents of the state with the opportunity to develop literacy skills necessary for full participation in any society.

RATIONALE:

An estimated 1,180,339 residents of Tennessee are in need of assistance to improve their reading and writing skills. Public and institutional libraries have a responsibility to join with state, local, and private agencies to address this critical problem.

There are a variety of government and private educational organizations whose primary function is to teach adult literacy skills (Adult Basic Education, Laubach, etc.). However, the public library is the only institution which is charged with providing materials with which new readers can use their recently acquired skills to find needed information. Libraries and literacy providers form a natural partnership, and it is critical that they work together to coordinate the acquisition and use of materials for new readers.

PLAN OF ACTION:

A. Each year, staff from the Tennessee State Library and Archives, the Tennessee Department of Education, and the regional libraries will coordinate and present at least one statewide meeting designed to bring local literacy coordinators and librarians together to discuss mutual concerns and interests and to plan cooperative programs for the upcoming year.

B. Each year, public libraries will be eligible to apply for LSCA Title I direct service grants to provide literacy materials to support local literacy programs.

C. Public libraries which receive LSCA Title I funds for materials to support local literacy programs will be encouraged to allocate local funds to ensure that the service continues after the grant has ended.

D. By 1990/91, the Tennessee State Library and Archives will publish a description of five of the most effective cooperative literacy programs being provided by Tennessee public libraries and local literacy providers to be used as models for the development of such programs in other libraries.

E. By 1993/94, at least 50% of the correctional libraries and patient libraries in mental health facilities will be working cooperatively with literacy providers within the institutions to provide materials for new readers.

5.7 Tennessee residents living in isolated rural areas will have access to public library services.

RATIONALE:

Thirty-nine percent of Tennessee residents live in rural areas or in communities too small to support a public library. However, these citizens have the same need for, and right to, library services as citizens living in more populous areas. One of the primary reasons the Tennessee Regional Library System was established in the 1930s was to ensure that rural citizens had access to library service. Providing library services to the geographically isolated has remained an important function of the Regional Library System.

PLAN OF ACTION:

A. Each year, the twelve multi-county regional libraries will evaluate the bookmobile service in their regions to determine if the bookmobile is stopping at appropriate sites, carrying the most used/requested materials, etc. During this evaluation process, local library boards and county officials will be encouraged to suggest new bookmobile stops or other modifications in the program.

B. Each year, at least one workshop will be held for bookmobile staff from the twelve multi-county regional libraries.

C. By 1991/92, staff from the Tennessee State Library and Archives and the twelve multi-county regions will have completed a study of the cost and effectiveness of bookmobile services. The study will also include information on potential cost and effectiveness of alternate means of providing library services to the geographically isolated, including books by mail, deposit stations, etc.

5.8 By 1992/93, libraries in at least 60% of Tennessee counties will have identified the types and numbers of disadvantaged residents in their counties and will have worked with other community agencies and schools in designing and implementing programs to serve the library and information needs of those residents.

RATIONALE:

Those persons who are economically or educationally disadvantaged, or who face cultural, physical, or psychological barriers, may need special help and encouragement to use library services.

Some 7,600 persons in Tennessee have been identified as having limited English-speaking ability. Many others lack a high school diploma or the equivalent and live below the poverty level. These residents, as well as those who are culturally and economically disadvantaged, have a vital need for self-help and coping information in all areas: legal, medical, child-rearing, home repair, etc.

The public library is the only public institution whose primary role is to meet these information needs. Further, the public library is charged with meeting the information needs of all people, not just those who have traditionally used libraries. Libraries must design special programs and services to reach groups and individuals who are unaware of the many things that libraries offer.

PLAN OF ACTION:

A. By 1991/92, the Tennessee State Library and Archives will publish guidelines for determining the types and numbers of disadvantaged residents in a community and for working with other community agencies to develop programs and services to meet the information needs of those residents.

B. Each year, public libraries will be able to apply for LSCA Title I direct service grants to provide special programs and services for disadvantaged residents.

C. Public libraries which receive LSCA Title I funds for special programs and services to the disadvantaged will be encouraged to allocate local funds to ensure that the programs and services continue after the grant has ended.

D. By 1990/91, the Tennessee State Library and Archives will publish a description of five of the most effective disadvantaged programs being provided by Tennessee public libraries to be used as models for the development of such programs in other libraries.

5.9 Tennessee children attending Headstart programs and other day care programs will have access to library materials and services.

RATIONALE:

Many children in Headstart and other day care programs are not familiar with books and libraries. Providing materials and services will assist these preschool children in developing reading awareness and preparing for entry into school.

PLAN OF ACTION:

A. Each year, multi-county regional libraries will provide mobile library services to a minimum of 150 Headstart and day care facilities.

GOAL SIX: LEADERSHIP AND GOVERNANCE

THE CAPACITY OF APPROPRIATE STATE, REGIONAL AND LOCAL LIBRARY ADMINISTRATIVE AGENCIES WILL BE INCREASED TO ASSURE THAT THESE AGENCIES CAN PROVIDE THE LEADERSHIP AND TECHNICAL EXPERTISE NECESSARY TO MEET THE INFORMATION NEEDS OF TENNESSEE RESIDENTS.

RATIONALE:

> *Leadership and learning are indispensable to each other.*
>
> John Fitzgerald Kennedy

There are a number of components necessary to provide quality library services to all residents of Tennessee. There must be a common vision of what the future of library services in the state can and should be, a detailed plan which describes how that vision will be achieved, an understanding of the resources necessary to implement that plan, and a source of technical expertise to assist local libraries to achieve the objectives of the plan. Also essential are policies and procedures that interpret the plan so that all libraries are working together, and regular evaluation and modification of the plan to ensure that it continues to reflect the library needs of Tennessee residents.

It is the responsibility of all library administrative agencies at the local, regional and state level to work together to ensure that these necessary components are in place in Tennessee.

O B J E C T I V E S

6.1 Under direction of the Library and Archives Management Board, the Tennessee State Library and Archives, as administrator of LSCA funds, will carry out LSCA-funded projects in accordance with the goals and objectives set forth in this Long-Range Program; as the state library administrative agency, it will assume responsibility for providing leadership for, and coordination of, library development statewide, with special emphasis on public libraries.

PLAN OF ACTION:

A. The Tennessee State Library and Archives will work with the Tennessee Library Association and other organizations to formulate and promulgate policies regarding censorship, access to public records, and other related issues in response to needs expressed by the Tennessee library community.

B. Each year, the Planning and Development staff of the Tennessee State Library and Archives will provide on-site assistance to Tennessee libraries by making at least two on-site visits to each regional library and by making on-site visits to local libraries, as requested by the regional librarians and/or the local librarians.

C. Each year, the Planning and Development staff of the Tennessee State Library and Archives will collect, compile, analyze, and disseminate statewide library data.

D. By 1990/91, the Tennessee State Library and Archives, working with the regional library directors, will complete a comprehensive, current Handbook for Regional Library Directors to assure that all regional library services and financial transactions are effective and efficient.

E. Biennially, the Tennessee State Library and Archives will revise and reprint the booklet "Public Library Laws of Tennessee."

6.2 The Tennessee Advisory Council on Libraries will continue to provide leadership in the development and implementation of programs associated with the Library Services and Construction Act, as specified in PL 98-480 (amended 1984).

PLAN OF ACTION:

A. Each year, the Tennessee Advisory Council on Libraries will review, revise, and update the Long-Range Program for Library Services and Development. As a part of this process, the Council will develop mechanisms to ensure that all interested librarians and trustees in Tennessee have an opportunity to contribute to the Long-Range Program. The Council will also evaluate the progress made toward meeting objectives in the Long-Range Program during the preceding year and prepare and publish a status report.

B. Each year, the Tennessee Advisory Council on Libraries will advise the State Library and Archives on the development of the Annual Program for Library Services.

C. Each year, the Tennessee Advisory Council on Libraries will advise the State Library and Archives on policy matters in the administration of the Library Services and Construction Act. This advice will include suggested priorities for the direct grant program, review of direct grant

applications, determination of appropriate resource sharing programs to be funded with Title III funds, etc.

D. Each year, the Tennessee Advisory Council on Libraries will assist the State Library and Archives in evaluating the services and programs provided by the multi-county regional libraries, the Area Resource Centers, and the libraries in mental health and correctional institutions.

6.3 Multi-county regional libraries will work with local libraries to identify the information needs of residents of the region and to provide services, programs, and materials to meet those needs.

PLAN OF ACTION:

A. Each year, multi-county regional library directors will work with local librarians and trustees within the region to prepare a comprehensive annual service plan for the regional library for the following year; after 1990/91, the annual service plan will be developed from the needs, goals, and objectives identified in the regional long-range plan.

B. By 1992/93, multi-county regional libraries will complete inventories and collection assessments for each of the public libraries within their regions and will work with staff from local libraries to prepare collection development profiles for each library.

C. Each year, multi-county regional libraries will purchase and process library materials for local libraries within their regions, as needed. These purchases will conform with local collection development profiles, when those profiles are completed.

D. Each year, multi-county regional libraries will provide at least four in-service training programs for local library staff and/or trustees, and will provide assistance to local libraries as needed.

6.4 Regional and local library boards will exercise their leadership responsibility by advocating for their libraries to governmental officials and by ensuring that the policies and practices of the libraries under their care meet the highest possible standards.

PLAN OF ACTION:

A. Each year, local and regional librarians and board chairpersons will provide an orientation for new trustees which includes an explanation of the legal and other responsibilities of a trustee and a description of the relationship between the local library, the regional library, and the Tennessee State Library and Archives.

B. Each year, local library boards will prepare a written budget request, with full justification for each item, and submit that request to the appropriate funding authority.

C. By 1992/93, each library will have a manual which describes its services and documents its internal policies.

D. By 1992/93, local library boards will prepare and adopt written job descriptions, personnel policies, and salary scales.

E. Library boards will ensure that the libraries for which they are responsible provide hours of service which are reviewed in relation to hours requested by the population served, by patterns of actual use, and by staff/operational costs. These hours will be adjusted as required.

6.5 The Tennessee Library Association (TLA) will continue to meet its stated objectives: (1) to promote the establishment, maintenance, and support of adequate library services for all people of the state; (2) to cooperate with public and private agencies with related interests; and (3) to support and promote professional interests of the membership of the Association.

PLAN OF ACTION

A. TLA will continue to plan and present an Annual Conference which is designed to meet the professional needs and interests of all Tennessee librarians.

B. TLA will continue to sponsor an annual Legislative Day program to bring local librarians and trustees together with their state legislators to discuss items of mutual interest and concern. The Tennessee Library Association will also continue to coordinate the activities of the official Tennessee library delegation during the American Library Association-sponsored Legislative Day in Washington.

C. Each year, TLA will present a one-day orientation and training program for new TLA board members and committee members.

D. TLA will continue to publish a bi-monthly newsletter to assure that all association members have access to current information pertaining to library services within the state. The association will continue to publish the Tennessee Librarian to provide in-depth articles about all aspects of issues and services in Tennessee.

E. TLA will update its Long-Range Plan regularly. The TLA Long-Range Plan will continue to stress common concerns and linkages with the Long-Range Program for Library Services and Development.

6.6 School library media programs will be strengthened by defining the leadership roles of the TLA School Library Section, the Tennessee Association of School Librarians, the Association for Educational Communications Technology, and the Tennessee Department of Education.

PLAN OF ACTION:

A. During 1990/91, the Information Power Implementation Team will develop recommendations for the appropriate leadership roles that each organization should assume toward the improvement of school library media programs throughout Tennessee.

B. During 1991/92, this committee will present its recommendations to the boards of directors of the library organizations represented on the committee and to the Tennessee Department of Education for consideration and endorsement.

GOAL SEVEN: HUMAN RESOURCES

ALL LIBRARY PERSONNEL, TRUSTEES, AND VOLUNTEERS WILL RECEIVE NEEDED EDUCATION AND TRAINING, AND ALL PAID PERSONNEL WILL RECEIVE ADEQUATE COMPENSATION AND BENEFITS.

RATIONALE:

> *How effective life-long learning is in a library setting will depend on how knowledgeable, supportive, current, imaginative and committed the librarians are.*
>
> Alliance for Excellence
> U. S. Department of Education, 1984

Librarians are required to manage an ever-increasing flow of information, make use of rapidly changing technologies, design services to meet the needs of widely divergent clientele, and effectively manage the monies placed in their trust. However, in Tennessee many library employees do not have formal library training and most library employees receive substandard salaries. There are currently very few continuing education opportunities available for either professional or paraprofessional library employees.

Public libraries in rural Tennessee are often dependent on local lay persons to serve as public library directors because of limited capability to attract professionally trained personnel who are willing to serve at low salary levels. Most of these lay librarians "learn by doing" in an apprentice position and gain a capability to do the fundamental work required, although they have little opportunity to advance beyond the basics. Community and urban public libraries also face serious staff problems. Salaries are lower than those for comparable positions in libraries in other southeastern states, and the proportion of professionally trained staff is considerably lower than the regional norm.

All public libraries in Tennessee are administered by library boards composed of lay persons from the community. Although these lay persons make policy decisions that affect every aspect of library service, most receive only a cursory orientation, and, like the lay librarians many of them supervise, they "learn by doing."

Although school librarians receive salaries comparable to other professional employees of the school district, the access to continuing education and the ability to interact with their colleagues from other types of libraries at professional meetings is severely limited by school district policy restricting professional release time.

O B J E C T I V E S

7.1 By 1994/95, library personnel in Tennessee will receive salaries and fringe benefits which are at least comparable to those received by personnel holding equal positions in libraries serving comparable populations in the southeastern states.

PLAN OF ACTION:

A. By 1991/92, the Tennessee State Library and Archives and the Tennessee Library Association will complete a salary survey documenting salaries for all positions in public libraries in Tennessee and a sampling of salary levels of public library employees in other southeastern states.

B. By 1991/92, the Tennessee State Library and Archives and the Tennessee Library Association will develop a recommended salary scale for all positions in public libraries in Tennessee.

C. By 1992/93, the Tennessee State Library and Archives and the Tennessee Library Association will prepare a plan for providing funding to increase salaries to the recommended levels for public library employees. The plan will include provisions for the use of state funds to supplement local funds under specified circumstances. The plan will also include strategies for increasing the salary support supplied by local governments.

D. During 1992/93, the public library salary funding plan will be presented to the State Library and Archives Management Board and the Tennessee Library Association Board of Directors for endorsement.

E. By 1993/94, the Tennessee State Library and Archives will work with representatives from all types of libraries in Tennessee to determine appropriate salary levels.

7.2 By 1992/93, legislation regulating certification requirements for public librarians will be established and implemented.

PLAN OF ACTION:

A. By 1991/92, the Tennessee State Library and Archives, in consultation with the Tennessee Library Association, will appoint a committee to be charged with developing certification criteria for public librarians.

B. By 1991/92, the certification committee will prepare a draft set of certification criteria and procedures. The criteria will be compatible with the Minimum Standards for Tennessee Public Libraries section on staffing and will include provisions for "grandfathering" existing staff into their current positions.

C. By 1992/93, the draft certification criteria and procedures will be sent to all public librarians and trustees for review and comment. The committee will revise the criteria and procedures in accordance with comments received from librarians and trustees and a final set of criteria and procedures will be completed.

D. By 1992/93, the certification committee will present the certification criteria and procedures to the State Library and Archives Management Board and the Tennessee Library Association Board of Directors for endorsement.

E. During the 1993/94 legislative session, the certification committee will draft a bill addressing the certification of public librarians and arrange to have the bill introduced.

7.3 Employees of rural public libraries will have access to staff development programs which will provide them with the skills needed to operate such a library.

PLAN OF ACTION:

A. By 1990/91, the Tennessee State Library and Archives will have worked with other staff development providers to develop training models and schedules for a "Rural Librarian Training Program."

B. By 1991/92, the "Rural Librarian Training Program" will be fully implemented across the state of Tennessee.

7.4 Library personnel and prospective library personnel will have access to a professional education (ALA-accredited master's degree) at a state-supported institution of higher learning in Tennessee, including programs offered at extension sites in appropriate cities within the state.

PLAN OF ACTION:

A. By 1991/92, the Graduate School of Library and Information Science at the University of Tennessee in Knoxville will study the feasibility of offering MLS courses at a site in Middle Tennessee.

B. Librarians, trustees, and library organizations will continue to inform the Tennessee Higher Education Commission and the University of Tennessee System of the importance of maintaining at least one ALA-accredited master's degree program in library science in a state-supported institution of higher learning in Tennessee.

7.5 School library media personnel and prospective school library media personnel will have access to a certification program (bachelor's or master's level) in at least one public or private institution of higher learning in each of the grand divisions of the state.

PLAN OF ACTION

A. By 1990/91, a committee will be appointed to study the availability of certification programs for school library media personnel. This committee will be composed of representatives from the TLA School Library Section, the Tennessee Education Association School Library Media Specialists Section, and the Association for Educational Communications and Technology.

B. By December, 1991, this committee will have completed a report describing the programs currently available which offer a bachelor's or master's degree in school librarianship in Tennessee and including a five-year projection of the future availability of such programs.

C. During 1991/92, this committee will present its report, along with recommendations for ensuring that at least one school library media personnel certification program be available in each of the grand divisions of Tennessee, to the boards of directors of the organizations represented on the committee.

D. The boards of directors will present the report and recommendations to the Tennessee Higher Education Commission, accompanied by a request that the recommendations in the report be implemented.

7.6 Each year, library personnel, volunteers, and other interested persons will be notified of, and have access to, library-related in-service training and workshops statewide.

PLAN OF ACTION:

A. Beginning in 1990/91, the Tennessee Library Staff Development Coalition will prepare a quarterly calendar of continuing education activities and submit it to the Tennessee Library Association newsletter for publication.

7.7 Beginning in 1991/92, approval will be sought from appropriate administrative sources for libraries to provide release time and compensation for registration and travel-related expenses for participation in continuing education/staff development.

PLAN OF ACTION:

A. During 1990/91, the Tennessee Library Staff Development Coalition will begin a study to determine the current policies of libraries of all types with regard to release time and compensation for registration and travel-related expenses for staff participating in continuing education/staff development.

B. By 1990/91, the Tennessee Library Staff Development Coalition will use the results of the study to prepare a model policy for library support of staff development activities.

C. This model policy will be presented to the boards of directors of the Tennessee Library Association and the Tennessee Education Association for endorsement.

D. When the model policy has been endorsed by the association boards, it will be presented to the State Library and Archives Management Board, the Tennessee Department of Education, the Tennessee Higher Education Commission, the Department of Correction, and the Department of Mental Health and Mental Retardation for adoption.

E. The policy, as adopted by the above agencies, will be distributed to all library boards, school boards, state institutions, and other library administrative groups with a letter from the State Librarian and Archivist encouraging local adoption of the policy.

7.8 Each year, public library trustees will be provided with the knowledge and tools essential to meet their responsibilities through formal orientation programs, continuing education programs, handbooks, and other appropriate means.

PLAN OF ACTION:

A. Each year, local and regional librarians and board chairpersons will provide an orientation for new trustees which includes an explanation of the legal and other responsibilities of a trustee and a description of the relationship between the local library, the regional library, and the Tennessee State Library and Archives.

B. Each year, multi-county regional libraries will provide at least one in-service training program specifically for library trustees within the region.

C. Each year, the Tennessee State Library and Archives will plan and present an annual seminar for all library trustees.

GOAL EIGHT: FUNDING

LIBRARIES WILL RECEIVE SUFFICIENT FINANCIAL SUPPORT AND PROVIDE ADEQUATE MEASURES OF ACCOUNTABILITY.

RATIONALE:

> *Public money ought to be touched with the most scrupulous conscientiousness of honor. It is not the produce of riches only, but of the hard earnings of labor and poverty. It is drawn even from the bitterness of want and misery. Not a beggar passes, or perishes in the streets, whose mite is not in that mass.*
>
> Thomas Paine

Free access to information has always been one of the fundamental tenets of democracy. This freedom of access has been ensured by all types of libraries since the early days of the United States. Although library services have always been viewed as playing a critical role in our country, both as cultural and educational institutions, they have never enjoyed high priority when public funds were being allocated.

This Long-Range Program lays out an ambitious plan for the improvement of library services to all residents of Tennessee. Librarians and lay persons have made a commitment to the ideals reflected in this plan. They must now work with local and state funding authorities to ensure that the resources necessary to implement this plan are allocated. Further, the library community must provide assurance that appropriated funds will be spent in the most cost-effective manner and that every dollar of public money will be fully accounted for, both in use and in results. If this is done, Tennessee library services will be among the finest in the country as this program becomes a reality.

O B J E C T I V E S

8.1 Public library budgets will be increased each year at no less a rate than comparable departments within local governments; where public libraries have been denied such funding in the past, efforts will be made to bring their budgets up to par.

PLAN OF ACTION:

A. Each year, libraries will submit written budget requests accompanied by appropriate justification to their funding bodies.

B. Each year, staff from the regional libraries will assist local library boards in developing and presenting their budgets, as requested.

C. By 1990/91, the Tennessee State Library and Archives will develop and distribute a budget preparation manual to assist local library boards in preparing and presenting their budgets.

8.2 Local governments financially unable to support their public libraries at levels specified in the Minimum Standards for Tennessee Public Libraries will be eligible for certain financial assistance from the Tennessee State Library and Archives in order to bring library services and resources up to minimal standards.

PLAN OF ACTION:

A. By 1990/91, local library boards and funding bodies will prepare plans for meeting the Minimum Standards for Tennessee Public Libraries and submit those plans to the appropriate regional library. Each regional library will prepare a report on the plans to reach the standards in its region and submit the report to the Tennessee State Library and Archives. The report will include a summary of the plans submitted by libraries to meet the standards and a detailed explanation of those libraries which are unable to secure sufficient funding to meet the standards.

B. By 1990/91, the Tennessee State Library and Archives will determine if there is a correlation between the "Ability to Pay" figures produced by the University of Tennessee-Knoxville and the local libraries which report that they are unable to secure the funding to meet the standards.

C. By 1991/92, the Tennessee State Library and Archives will assess the data obtained from the above steps and complete a plan for providing state support to assist local libraries. This plan will be submitted to the State Library and Archives Management Board for approval.

8.3 By 1992/93, a proposal to obtain one or more foundation grants for library development in Tennessee will be complete.

PLAN OF ACTION:

A. By 1991/92, the Tennessee State Library and Archives will complete a systematic review of non-governmental funding sources to determine which sources would be most interested in library development programs.

B. By 1991/92, a preliminary list of potential funding sources will be developed and distributed to all interested parties for review and discussion.

C. By 1991/92, the Tennessee State Library and Archives will complete a plan of action for obtaining foundation funding for one or more special projects.

D. By 1992/93, the Tennessee State Library and Archives will submit at least one proposal to a non-governmental funding source to provide support for a special program of library development in Tennessee.

8.4 By 1993/94, public, school, university, college, and special library budgets will be adjusted to reflect the funding levels recommended by appropriate accreditation agencies and/or standards.

PLAN OF ACTION:

A. By 1991/92, the Tennessee State Library and Archives, working with the Tennessee Library Association and other appropriate entities, will research and publish a report of recommended funding levels for all types of libraries in Tennessee.

B. Beginning in 1992/93, all libraries will work with their funding bodies to develop budgets that will be adjusted in increments until the recommended funding levels are reached.

GOAL NINE: PUBLIC AWARENESS

TENNESSEE RESIDENTS WILL BE MADE AWARE OF LIBRARY SERVICES AVAILABLE TO MEET THEIR INFORMATIONAL, EDUCATIONAL, RECREATIONAL, AND CULTURAL NEEDS.

RATIONALE:

> *The institution that fails to win public support has no right to exist as such.*
>
> Mahatma Gandhi

While most residents of Tennessee believe that library services are important, few have any understanding of the wide variety of materials, services, and programs that libraries provide. Librarians from all types of libraries must join together with library trustees and Friends of Library groups to assure that all Tennesseans take full advantage of libraries within the state. A fully developed public awareness program must be initiated to educate the public about the many benefits to be derived from using and supporting libraries.

While it is vital that the public be informed about the varied services and materials offered by Tennessee libraries, it is equally important that the officials who control library funding arrive at a better understanding of the importance of libraries. To accomplish the goals and objectives detailed in this program, the library community must make a special effort to keep the funding authorities fully informed of the value of library services to all Tennessee residents and of the funds required to offer those services.

One of the most effective ways to generate library support from both citizens and public officials is through statewide conferences. This was demonstrated in 1979 by the White House Conference on Libraries and Information Services and by the state activities that were held in conjunction with it. Now that new legislation has authorized a second White House Conference on Libraries, it seems appropriate for Tennessee to use this opportunity to involve all citizens and officials in the process of ensuring that all Tennessee residents have access to the highest quality library service.

O B J E C T I V E S

9.1 By 1991/92, all libraries will develop a written plan to initiate and/or expand a public awareness program that informs their communities of available services, resources, and special programs.

PLAN OF ACTION:

A. By 1990/91, the Tennessee State Library and Archives will develop a model public relations workshop and train at least one staff member from each region to present the workshop. The model workshop will include instructions for developing a written public awareness program and sample programs. The model will be designed to include time for the participants to begin to prepare their draft public awareness programs.

B. During 1991/92, each of the twelve multi-county regions will present the public awareness workshop. Librarians from all types of libraries will be encouraged to attend.

C. All libraries will be encouraged to send their completed public awareness plans to the appropriate regional library board and to the Tennessee State Library and Archives, where a file of such programs will be maintained.

D. Between 1991 and 1993, public and regional libraries will incorporate their public awareness plans into their long-range programs, as they prepare those documents.

9.2 By 1991/92, a statewide public awareness program with the theme "Your Community Library is as Large as the State of Tennessee" will be designed and implemented.

PLAN OF ACTION:

A. During 1991/92, the Tennessee State Library and Archives will appoint a committee to plan the scope and content of the "Your Community Library is as Large as the State of Tennessee" public awareness program.

B. By September, 1991, the Tennessee State Library and Archives, working with the public awareness committee, will prepare a request for proposal to obtain bids from public relations firms to prepare the public awareness program.

C. In December, 1991, the Tennessee State Library and Archives will evaluate the responses to the request for proposal and consider entering into a contract with a public relations firm.

D. By March, 1992, the public awareness program will be complete and ready to be distributed.

E. In April, 1992, the statewide public awareness program will begin during National Library Week.

F. In 1992/93, the Tennessee State Library and Archives, working with the public awareness committee, will evaluate the effectiveness of the public awareness program and make recommendations for future public awareness programs.

9.3 Each year, the State Library and Archives Management Board, the Tennessee Library Association, and other appropriate organizations will bring library issues to the attention of the Governor and the General Assembly.

PLAN OF ACTION:

A. The Tennessee State Library and Archives will keep the State Library and Archives Management Board informed about library issues and concerns through quarterly meetings and special reports.

B. The Tennessee Library Association will continue to sponsor an annual Legislative Day program to bring local librarians and trustees together with their state legislators to discuss items of mutual interest and concern and express appreciation for legislative support.

C. Each year, the Tennessee State Library and Archives will inform legislators of those libraries within their districts which receive construction grants and/or direct service grants for special projects from Library Services and Construction Act funds.

D. Local librarians and trustees will continue to inform their legislators about library needs and issues.

9.4 Each year, the Tennessee State Library and Archives, the Tennessee Library Association, and other appropriate organizations will bring library issues to the attention of local government officials and the library community across the state.

PLAN OF ACTION:

A. The Tennessee Library Association will continue to publish a bi-monthly newsletter to ensure that all association members have access to current information pertaining to library services within the state. The association will continue to publish the Tennessee Librarian to provide in-depth articles about all aspects of library issues and services in Tennessee.

B. Staff from the Tennessee State Library and Archives will meet with local officials, as requested by local or regional library staff, to discuss issues relating to library construction, services, and funding.

C. Each year, the Tennessee State Library and Archives staff will submit at least one article on libraries to the Tennessee Town and City Newspaper, published by the Tennessee Municipal League, and the Tennessee County News, published by the Tennessee County Services Association.

9.5 Each year, the Tennessee State Library and Archives, the Tennessee Library Association, and other appropriate organizations will bring library issues to the attention of the Tennessee congressional delegation, with special attention to transmitting information on the uses of LSCA funds.

PLAN OF ACTION:

A. Each year, the Tennessee Library Association will coordinate the activities of the official Tennessee library delegation during the Legislative Day in Washington, an event that is sponsored by the American Library Association.

9.6 The Tennessee State Library and Archives will work with the Tennessee Library Association and other library organizations in the state to plan, coordinate, and present a series of activities leading to a Tennessee Conference on Libraries and Information Services in 1990, and to Tennessee representation at the next White House Conference on Libraries and Information Services in 1990/91.

PLAN OF ACTION:

A. During October, 1990, the Tennessee State Library and Archives will host the third Tennessee Governor's Conference on Libraries and Information Services.

B. During 1990/91, resolutions resulting from the third Tennessee Governor's Conference on Libraries and Information Services will be printed and distributed to all interested librarians, trustees, government officials, and lay persons.

C. During 1990/91, the resolutions resulting from the third Tennessee Governor's Conference on Libraries and Information Services will be incorporated into the Tennessee Long-Range Program for Library Services and Development, 1992/93-1997/98.

DEFINITIONS

ACADEMIC LIBRARY A library--public or private--forming an integral part of a college, university or other post secondary educational institution, organized to meet the needs of its students, faculty, staff, and others by agreement.

ADULT An individual who has exceeded the maximum age for compulsory schooling in his/her state.

ANNUAL PROGRAM A document developed and submitted to describe the specific activities to be carried out annually toward achieving fulfillment of the Long-Range Program. These annual programs shall be submitted in such detail as required by regulations promulgated by the Secretary. [LSCA Sec (3) (13)]

AREA RESOURCE CENTER A designated center located in the four metropolitan public libraries to provide interlibrary loan, reference, research, or other specialized services not available to local libraries.

BASIC STATE PLAN The document which gives assurance that the officially designated state library administrative agency has the fiscal and legal authority and capability to administer all aspects of the Library Services and Construction Act; provides assurance for establishing the state's policies, priorities, criteria, and procedures necessary to the implementation of all programs under provision of this Act; and submits copies for approval as required by regulations promulgated by the Secretary. [LSCA Sec (3) (11)]

CONSTRUCTION Includes construction of new buildings and acquisition, expansion, remodeling, and alteration of existing buildings and initial equipment of any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land).

Includes remodeling to meet standards under the Architectural Barriers Act of 1968, remodeling designed to conserve energy, renovation or remodeling to accommodate new technologies, and the purchase of existing historic buildings for conversion to public libraries. The term "equipment" includes machinery, utilities, built-in equipment, and any necessary enclosures or structures to house them; and includes all other items necessary for the functioning of a particular facility as a facility for the provision of library services. [See LSCA Sec (3) (2)]

COMMUNITY INFORMATION AND REFERRAL CENTER A center that provides information and makes referrals to link persons in need of services to appropriate resources.

DEPOSITORY LIBRARY A library designated to receive copies of all or selected federal, state, or local government publications, and make them accessible to the public.

DISABLED Those who are mentally retarded, hearing impaired, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, or otherwise health impaired.

DISADVANTAGED Persons whose socio-economic or educational deprivation or whose cultural isolation from the general community may preclude them from benefiting from public library services to the same extent as the general community benefits from these services.

HANDICAPPED Persons who are mentally retarded, hearing impaired, speech impaired, visually handicapped, severely emotionally disturbed, orthopedically impaired, or otherwise health impaired.

INSTITUTIONAL LIBRARY A library formed for the benefit of the inmates or residents of government funded institutions, such as penal institutions, reformatories, residential training schools, orphanages, and general or special institutions or hospitals operated or substantially supported by the state.

INTERLIBRARY COOPERATION The systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers.

LIBRARIAN A class of library personnel with professional responsibilities, including those of management, which require independent judgement, interpretation of rules of procedure, analysis of library problems, and formulation of creative solutions, normally utilizing knowledge of library and information science.

LIBRARY A library consists of a physical facility, a collection of information-bearing materials, and knowledgeable staff who provide access to that and other information, along with services and programming to meet the educational, cultural, personal and other information needs of its users.

LIBRARY AND ARCHIVES MANAGEMENT BOARD The Board responsible for the administration of the State Library System and State Library and Archives. Consists of five members: the Secretary of State, Chairman and Chief Administrative Officer; the State Treasurer; the Comptroller of the Treasury; the Commissioner of Education; and, the Commissioner of Finance and Administration. The State Librarian and Archivist serves as Executive Secretary to the Board.

LIBRARY MATERIALS Books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microforms, pictorial works, graphic works, musical scores, maps, charts, globes,

realia, sound recordings, slides, films, film strips, processed video and magnetic tapes, computer software, and materials designed specifically for the handicapped.

LIBRARY SERVICE The performance of all activities of a library relating to the collection and organization of library materials and to making the materials and information of a library available to a clientele. [(LSCA 98-480 Sec. 3 (3)]

LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) An act of the U.S. Congress, the purpose of which is to assist the States in the extension and improvement of public library services to areas and populations of the States which are without such services or to which such services are inadequate and to assist Indian tribes in planning and developing library services to meet their needs. It is the further purpose of the act to assist with (1) public library construction and renovation; (2) improving State and local public library services for older Americans, and for handicapped, institutionalized, and other disadvantaged individuals; (3) strengthening State library administrative agencies; (4) promoting interlibrary cooperation and resource sharing among all types of libraries; (5) strengthening major urban resource libraries; (6) increasing the capacity of libraries to keep up with rapidly changing information technology; and (7) provide appropriations for these purposes. Enacted on October 17, 1984 as P.L. 98-480.

LITERACY The ability of an individual to read, write and comprehend and to perform basic arithmetic computations. (34 CFR 770.4 [c] 16 Aug 1985)

LONG-RANGE PROGRAM The comprehensive five-year program which identifies Tennessee's library needs and sets forth the activities to be taken toward meeting the identified needs with the assistance of federal funds made available under the LSCA. The program shall be developed by the state library administrative agency and shall specify Tennessee's policies, criteria, priorities, and procedures consistent with the LSCA and shall be updated as library progress requires.

MAJOR URBAN RESOURCE LIBRARY (MURL) Any public library located in a city having a population of 100,000 or more as determined by the Secretary which, because of the value of collections, needs special assistance to furnish services at a level required to meet the demands made by individual users and other libraries and provides services to these users throughout the area in which this library is located. [see LSCA 98-480 Sec 3 (14)]

MUNICIPALITY A city, town, county, or other district possessing corporate existence.

PUBLIC LIBRARY Any library which provides general library services without charge to all residents of a given community, district, or region. Supported by public or private funds, the public library makes its basic collections and basic services available to the population of its legal service area without charges to individual users but may impose charges on users outside its legal service area.

PUBLIC LIBRARY SERVICE Library services furnished by a public library free of charge.

REGIONAL LIBRARY A library which provides materials and professional and technical services to a designated group of public libraries and community bookmobile stations.

REGIONAL LIBRARY SYSTEM The system designed by the State Library and Archives to provide materials and services to a specific group of counties which have agreed to form a regional library board to receive state and federal funds.

SCHOOL LIBRARY A library that supports the curricular needs of its students and faculty, providing materials, equipment, and the services of a staff.

SECRETARY The U.S. Secretary of Education.

SPECIAL LIBRARY A library maintained by an association, government agency, research institution, learned society, professional association, museum, business firm, or other organized group to serve a specialized clientele.

STATE INSTITUTIONAL LIBRARY SERVICES The provision of books and other library materials, and of library services, to inmates, patients, or residents of penal institutions, reformatories, residential training schools, orphanages, or general or special institutions or hospitals operated or substantially supported by the state, or students in residential schools for the physically handicapped (including mentally retarded, hearing impaired, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, or other health impaired persons who by reason thereof require special education) operated or substantially supported by the state.

STATE LIBRARY ADMINISTRATIVE AGENCY The official agency of a state charged by law of that state with the extension and development of public library services throughout the state, which has adequate authority under law of the state to administer state plans.

TENNESSEE ADVISORY COUNCIL ON LIBRARIES (TACL) An advisory council, appointed by the Secretary of State, which shall be broadly representative of the public school, academic, special and institutional libraries, and libraries serving the handicapped and of persons using such libraries, including

disadvantaged persons within Tennessee. The Council will advise the state library administrative agency on the development of policy matters arising in the administration of the state plan and will assist that agency in the evaluation of activities under the LSCA.

TENNESSEE LIBRARY NETWORK (TELINET) A machine-readable database consisting of MARC-compatible bibliographic records of the monographic holdings of selected Tennessee libraries.

TRUSTEE A person, usually one of a body of persons, appointed to administer the affairs of an institution, including libraries.

TENNESSEE ADVISORY COUNCIL ON LIBRARIES

DIRECTORY

1989-90

	ADDRESS
Alvin Bolt Physically Handicapped Term expires 9/92 Second Term	WPLN Radio 222 Eighth Avenue, North Nashville, TN 37203 (615) 244-4700
Susan Bragg User Term expires 9/91 First Term	1127 E. Northfield Blvd. Murfreesboro, TN 37130 (615) 890-9933
Walter Durham (Chair) User Term expires 9/93 Second Term	Durham Manufacturing Co. 348 North Durham Avenue Gallatin, TN 37066 (615) 452-2701
Lamar Ervin Institutional Libraries Term expires 9/91 First Term	Tennessee Dept. of Correction Rachel Jackson Bldg. 4th Floor 320 6th Avenue, North Nashville, TN 37243-0465 (615) 741-4718
Carol Hewlett Special Libraries Term expires 9/92 Second Term	Municipal Technical Advisory Service University of Tennessee 600 Henley Street, Suite 120 Knoxville, TN 37996-4105 (615) 974-0411
Col. Joseph W. Jones, Jr. Disadvantaged Users Term expires 9/90 Second Term	Route 1, Box 207 Newbern, TN 38059 (901) 627-2807
Jonas Kisber, Jr. User Term expires 9/91 First Term	Kisber's Department Store Old Hickory Mall Jackson, TN 38305 (901) 668-1010
Peg Morris School Libraries Term expires 9/93 First Term	Metropolitan Nashville Public Schools 2301 10th Avenue, North Nashville, TN 37204 (615) 298-6664

	ADDRESS
Dr. J. Michael Pemberton Academic Libraries Term expires 9/93 First Term	Graduate School of Library and Information Science The University of Tennessee 804 Volunteer Boulevard Knoxville, TN 37996-4330 (615) 974-6509
Faith Phillips User Term expires 9/91 First Term	Faith Phillips & Associates Box 1406 Shelbyville, TN 37160
Evelyn Richmond User Term expires 9/92 First Term	5404 Camelot Road Brentwood, TN 37027 (615) 373-1784
Janet Smith Public Libraries Term expires 9/90 Second Term	Highland Rim Regional Library 2102 Mercury Boulevard Murfreesboro, TN 37130 (615) 893-3380
Dr. Jessie C. Smith Academic Libraries Term expires 9/93 First Term	Fisk University Library 1000 17th Avenue, North Nashville, TN 37208 (615) 329-8731
Caroline Stark TLA Representative Term expires 9/90 First Term	Public Library of Nashville and Davidson County 8th Avenue at Union Street Nashville, TN 37203 (615) 259-6045
Joel A. Stowers Academic Libraries Term expires 9/91 First Term	Paul Meek Library University of Tennessee-Martin Martin, TN 38237 (901) 587-7070
Patricia Watson Public Libraries Term expires 9/91 First Term	Knox County Public Library System 500 West Church Avenue Knoxville, TN 37902-2505 (615) 544-5701

TENNESSEE ADVISORY COUNCIL ON LIBRARIES

LONG-RANGE PLANNING COMMITTEE

1989/90

MEMBERS:

Carol Hewlett, Senior Resource Consultant, Municipal Technical Advisory Service, University of Tennessee, Knoxville, TN

Colonel Joseph W. Jones, Jr., Chairman, Library Trustee, Newbern, TN

Janet Smith, Director, Highland Rim Regional Library, Murfreesboro, TN

Caroline Stark, Director, Public Library of Nashville and Davidson County, Nashville, TN

Joel A. Stowers, Director, Paul Meek Library, Martin, TN

Patricia Watson, Director, Knox County Public Library System, Knoxville, TN

TENNESSEE STATE LIBRARY AND ARCHIVES STAFF LIAISON:

Dr. Edwin S. Gleaves, State Librarian and Archivist

Sandra S. Nelson, Assistant State Librarian and Archivist for Planning and Development

Linda B. Bradford, Executive Secretary II

APPENDIX I

TENNESSEE STATE LIBRARY AND ARCHIVES

LIBRARY SERVICES AND CONSTRUCTION ACT

POLICIES, PRIORITIES, CRITERIA, AND PROCEDURES

TENNESSEE STATE LIBRARY AND ARCHIVES
LIBRARY SERVICES AND CONSTRUCTION ACT
POLICIES, PRIORITIES, CRITERIA, AND PROCEDURES

GENERAL POLICY STATEMENTS

Priorities

The Long-Range Program for Library Services and Development 1990/91-1994/95 presents an integrated approach to library development in the State of Tennessee. As indicated in the Preface of the document, funding and promotion of libraries will be shared at the local, regional, state, and national levels. The Tennessee State Library and Archives will utilize Library Services and Construction Act funds to achieve the goals and objectives of the Long-Range Program which are consistent with the LSCA priorities as defined in the Act. These LSCA funds will be supplemented with local, regional, and state funds, as needed, to ensure that the goals and objectives are met.

Coordination of Programs Among All Types of Libraries

The Long-Range Program for Library Services and Development 1990/91-1994/95 addresses the needs and future development of libraries of all types. The decision to prepare a single Long-Range Program for Tennessee, rather than a statewide plan for all types of libraries and a separate Long-Range Program to meet LSCA requirements was made primarily to ensure that library programs and development by all types of libraries would be coordinated.

Eligibility Criteria

In general, all public libraries, regional libraries, and state-supported institutional libraries are eligible to receive LSCA monies for permissible activities under the LSCA program. In addition, libraries of all types are eligible to receive Title III funds for cooperative resource sharing projects. Specific criteria for each program using LSCA funds are developed annually by the Tennessee State Library and Archives and the Tennessee Advisory Council on Libraries and included in the Annual Program. All criteria for eligibility are in accordance with the LSCA guidelines and regulations and with appropriate Tennessee Code Annotated statutes.

Expenditure of Funds

The Tennessee State Library and Archives will comply with all applicable state and federal laws and regulations in the allocation, expenditure, and monitoring of LSCA funds.

The following restrictions apply to all libraries and programs receiving state-administered LSCA monies:

A. All federal funds shall be expended solely for the purpose for which obligated.

B. All federal funds must be spent in accordance with all applicable laws and regulations governing LSCA.

C. Federal funds may not be used for political purposes.

D. Local support (excluding capital expenditures) of agencies receiving federal funds may not be reduced because of receipt of federal funds.

Monitoring and Evaluation

All programs receiving LSCA funds are monitored carefully throughout the fiscal year and evaluated at the end of the grant period. Responsibility for monitoring and evaluation is shared by staff of the Tennessee State Library and Archives, staff of the Secretary of State's Fiscal Office, and members of the Tennessee Advisory Council on Libraries.

Specific monitoring and evaluation methodologies for each of the LSCA programs are included as a part of the appropriate section below.

In addition, the Tennessee Advisory Council on Libraries will evaluate the progress made toward meeting objectives in the Long-Range Program for Library Services and Development at the end of each year and prepare and publish a status report.

Publication and Dissemination of Information

The Tennessee State Library and Archives publishes and disseminates all documents associated with LSCA in compliance with appropriate LSCA guidelines and regulations.

A. Long-Range Program and Annual Program

The Long-Range Program is developed by the Tennessee Advisory Council on Libraries and staff of the Tennessee State Library and Archives in cooperation with staff of the U.S. Department of Education. The final draft of the Long-Range Program is sent to all regional libraries and other selected libraries for review and suggested revision. The final draft of the program is also made available to the public for review in regional libraries and at the Tennessee State Library and Archives.

The Annual Program is prepared by staff of the Tennessee State Library and Archives in cooperation with staff of the U.S. Department of Education. The draft of the Annual Program is reviewed, revised as necessary, and endorsed by the Tennessee Advisory Council on Libraries before distribution to libraries in the state.

After the Long-Range Program and Annual Program are accepted by the U.S. Department of Education, copies are sent to all public, academic, and institutional libraries, and to selected school and special libraries in Tennessee.

B. Project Information

The Tennessee State Library and Archives sends publicity releases about all LSCA-funded projects to state and local media and appropriate state and national legislators.

Planning and data collection began in 1988 for a triennial publication describing exemplary projects funded in Tennessee using LSCA funds. The first issue of this publication is scheduled to be completed during 1990/91.

C. Publications and Productions

Publications and other productions, such as slide shows and videos, which are created with the use of LSCA funds must include the following acknowledgement:

> "This publication was funded wholly or in part with Federal Library Services and Construction Act Title __ funds, as administered by the Tennessee State Library and Archives."

TITLE I - PUBLIC LIBRARY SERVICES

TITLE I POLICY STATEMENTS

A. LSCA Title I funds will be used, in conjunction with state funds, to strengthen and improve the services and resources of the Tennessee State Library and Archives.

1. LSCA Title I funds will be used, in conjunction with state funds, to strengthen and improve the services and resources provided by the Library for the Blind and Physically Handicapped to physically handicapped persons including the blind and other visually handicapped citizens.

2. LSCA Title I funds will be used, in conjunction with state funds, to strengthen and improve the services and resources provided by the Planning and Development Section, which is responsible for extending and improving library services statewide and for administering the LSCA program.

3. LSCA Title I funds will be used, in conjunction with state funds, by the Tennessee State Library and Archives to enhance its materials collections and to expand the accessibility of those collections to all libraries in Tennessee.

B. The Tennessee State Library and Archives will work through contractual agreements with the Tennessee Regional Library System to provide public library services to areas without such services and to areas in which such services are inadequate.

C. The Tennessee Advisory Council on Libraries and the Tennessee State Library and Archives will establish priorities for the annual allocation of Title I funds based upon the goals and objectives of the Long-Range Program for Library Services and Development. The Tennessee State Library and Archives will administer four LSCA Title I sub-grant programs to ensure that the priorities detailed in the Long-Range Program are addressed:

1. Regional Library Program

   a. Areas without public library service

   b. Areas with inadequate public library service

   c. Services to the elderly

   d. Resource sharing

2. Direct Service Grant Program

   a. Areas with inadequate public library service

   b. Services to the disadvantaged

   c. Community information and referral centers

   d. Services to those with limited English-speaking ability

   e. Literacy programs

   f. Services to the elderly

   g. Use of technology

   h. Strengthening urban resource libraries

3. Major Urban Resource Library Program -- MURLs

4. Institutional Program -- Institutionalized

The criteria, priorities, and procedures for each of these sub-grant programs are detailed below.

TITLE I SUB-GRANT PROGRAMS: CRITERIA, PRIORITIES, AND PROCEDURES

Regional Library Program

A. Eligibility Criteria

Twelve multi-county regional libraries and four single-county regional libraries are eligible to receive Title I monies. Title I funds are allocated to each of the regional libraries based on a formula that includes population, size of service area, and number of libraries served.

Regional libraries must meet the following specific criteria to be eligible to receive Title I funds:

1. Regional libraries must have a legally constituted library board (TCA 10-5-101).

2. Regional libraries must enter into an annual contract with the Tennessee State Library and Archives Management Board.

3. Regional libraries must submit an annual service proposal which meets the guidelines and standards established by the Tennessee State Library and Archives.

4. Regional libraries must submit quarterly fiscal reports and programmatic evaluations to the Tennessee State Library and Archives.

B. Priorities

The annual proposals for Title I funding submitted by the sixteen regional libraries must include specific goals and objectives for providing programs and services in the following priority areas:

1. Public library service to areas without services

2. Public library service to areas with inadequate services

3. Public library service to the disadvantaged

4. Resource sharing

C. Application and Review Procedures

1. The sixteen regional libraries submit service proposals annually to the Tennessee State Library and Archives. These proposals include complete descriptions of the programs and services to be provided with state and federal funds during the forthcoming year and detailed budgets showing the proposed allocation of both the state and federal monies.

2. The proposals are reviewed by staff and administrators of the Tennessee State Library and Archives and the Secretary of State. Review criteria include compliance with LSCA and appropriate state guidelines, regulations and statutes; relationship to the Long-Range Program and the Annual Program; clarity of purpose and intent; and validity of the proposed budget. If problems are identified during the review process, they are resolved by staff from the Tennessee State Library and Archives and the appropriate regional library. After any problems have been addressed, the proposals are presented to the Secretary of State for final approval.

D. Monitoring and Evaluation Procedures

1. The Assistant State Librarian and Archivist for Planning and Development conducts a detailed on-site program review of each regional library annually. This review includes visits to local libraries served by the twelve multi-county regions. The Fiscal Coordinator conducts a complete on-site fiscal review of each regional library annually.

2. The Tennessee Advisory Council on Libraries evaluates the effectiveness of all programs which receive LSCA monies. Members of the Council conduct on-site evaluations of the sixteen regional libraries biennially and submit written reports of their findings to the Tennessee State Library and Archives.

Direct Service Grant Program

A. Eligibility Criteria

1. All public libraries in Tennessee are eligible to apply for direct service grants.

2. Individual direct service grant projects are eligible for two years of federal funding. At the end of the second year, project costs must be assumed by the local library if the project is to be continued.

B. Priorities

Specific priorities for direct service grants are detailed in the Annual Program each year. Priorities will always be consistent with LSCA priorities as defined in the Act and with the goals and objectives of the Long-Range Program for Library Services and Development, but emphasis may change annually.

C. Application and Review Procedures

1. The direct service grant program is implemented in two phases, preliminary proposals and final proposals. Preliminary proposal packets are sent to all eligible libraries. These packets include preliminary proposal forms; a listing and description of the LSCA grant categories; eligibility criteria, specific guidelines and priorities for each category; and a calendar showing the deadlines for each phase of the direct service grant program.

2. Preliminary proposals are reviewed by staff of the Tennessee State Library and Archives. Review criteria include compliance with LSCA and appropriate state guidelines, regulations and statutes; relationship to the Long-Range Program and the Annual Program; clarity of purpose and intent; and validity of the proposed budget. The intent of the review of the preliminary proposals is to identify potential problems prior to the completion of the final proposals. When such problems are identified, staff of the Tennessee State Library and Archives work with staff from the submitting libraries to address those problems. Only proposals which are ineligible for LSCA funding are denied at this stage of the process.

3. All libraries submitting preliminary proposals receive final proposal packets. These packets include final proposal forms and a detailed description of the criteria which will be used to evaluate the final proposals.

4. Final proposals are reviewed by a committee composed of staff of the Tennessee State Library and Archives and members of the Tennessee Advisory Council on Libraries. This committee uses the detailed review criteria to evaluate the proposals and to recommend full funding, partial funding, or no funding. These recommendations are presented to the State Librarian and Archivist and the Secretary of State for final approval.

D. Monitoring and Evaluation Procedures

1. The final proposal submitted by each sub-grantee receiving a direct service grant must include clearly stated, measurable objectives and specific evaluation criteria for each project.

2. Each direct service grant sub-grantee must submit reports at the end of the first, second, and third quarter of the grant period and a final report on the completed project to the Tennessee State Library and Archives. These reports must include a status report on the implementation of the project objectives supported by data obtained using the evaluation mechanisms described in the proposal. These reports must also include an expenditure summary. Staff of the Tennessee State Library and Archives review these reports carefully and take appropriate action to correct any problems identified during the review process.

3. The staff of the Tennessee State Library and Archives make at least one on-site monitoring visit to each direct service grant project. During the monitoring visit, staff review the goals, objectives, timeline, and evaluation criteria of the project with the project director to ensure that the project is resulting in the the desired outcomes.

Major Urban Resource Libraries

A. Eligibility Criteria

1. Major urban resource libraries (MURLs) must serve cities of 100,000 persons or more.

2. Major urban resource libraries must agree to freely lend materials to public, regional, and publicly-supported correctional and mental health libraries within their designated service areas.

3. The four libraries which are currently eligible to receive MURLs funds are:

   Chattanooga-Hamilton County Bicentennial Library
   Knox County Public Library System
   Memphis-Shelby County Public Library and Information Center
   Public Library of Nashville and Davidson County

B. Priorities

MURLs funds will be used to strengthen the materials collections of the four major urban public libraries in Tennessee to enhance their resource sharing capabilities.

C. Application and Review Procedures

1. When the annual LSCA Title I appropriation exceeds $60 million nationwide, the four major urban resource libraries serving cities of 100,000 persons or more in Tennessee will be notified by the Tennessee State Library and Archives that they may apply for funds to be used to strengthen their materials collections for the purpose of enhancing their resource sharing capabilities.

2. The proposals are reviewed by staff of the Tennessee State Library and Archives to assure that they are in compliance with state and federal guidelines and regulations. The proposals are then submitted to the State Librarian and Archivist and the Secretary of State for final approval.

D. Monitoring and Evaluation Procedures

1. The final proposal submitted by each major urban resource library must include clearly stated, measurable objectives and specific budget information for each project.

2. Each sub-grantee must submit reports at the end of the first, second, and third quarters of the grant period and a final report on the completed MURLs project to the Tennessee State Library and Archives. These reports must include a status report on the implementation of the project objectives. These reports also include an expenditure summary. Staff of the Tennessee State Library and Archives review these reports carefully and take appropriate action to correct any problems identified during the review process.

3. The Assistant State Librarian and Archivist for Planning and Development conducts a detailed on-site program review of each major urban resource library annually. This review includes programmatic evaluation

of the MURLs projects and other services provided by the major urban resource library using federal and state funds. The Fiscal Coordinator conducts a complete on-site fiscal review of each major urban resource library annually.

Institutional Libraries

A. Eligibility Criteria

1. Libraries serving resident populations in institutions operated by the Tennessee Department of Correction are eligible to receive LSCA funds.

2. Libraries serving resident populations in institutions operated by the Tennessee Department of Mental Health and Mental Retardation are eligible to receive LSCA funding.

B. Priorities

The priority for utilizing LSCA funds in eligible institutional libraries is to increase materials collections.

C. Allocation Procedures

Each eligible institutional library is notified of the annual allocation of LSCA funds available to be used to purchase materials. This allocation is determined by a formula which includes a base figure, the number of residents served, and the level of support provided by the institution.

D. Monitoring and Evaluation Procedures

1. Each institutional library submits an annual proposal which includes a needs assessment, a narrative description of services, objectives for the forthcoming year, evaluation mechanisms, and a budget summary. Staff of the Tennessee State Library and Archives review these reports carefully and take appropriate action to correct any problems identified during the review process.

2. Staff of the Tennessee State Library and Archives make at least one on-site monitoring visit to each institutional library annually. During the monitoring visit, staff review the goals, objectives, and evaluation criteria of the program with the institutional librarian to ensure that the program is resulting in the the desired outcome.

3. The Tennessee Advisory Council on Libraries evaluates the effectiveness of all institutional libraries receiving LSCA funds. Members of the Council conduct on-site evaluations of these institutional libraries biennially and submit written reports of their findings to the State Librarian and Archivist.

TITLE II - PUBLIC LIBRARY CONSTRUCTION

TITLE II POLICY STATEMENTS

Approval of Title II construction projects is designed to ensure that public library facilities will be constructed to serve areas which are without library facilities necessary to develop library services or will be improved to serve more adequately areas with library service presently.

Application and Review Policies

A. Application for a Title II construction grant must be made by a city, town, or county government.

B. Application for Title II construction grant funds must be made on the Application for Construction. Assurances of compliance with applicable federal and state requirements, budget information, a building program, and other required information will be provided by the applicant.

C. Applications will be approved by the Secretary of State, Chairman of the State Library and Archives Management Board. The date of this approval shall be the date of project approval for purposes of reimbursable expenses. No cost incurred prior to this date may be included as a part of the project budget unless made pursuant to Funding and Expenditure Section of these Policies, Part C.

D. The Secretary of State shall arrange for a hearing before the State Library and Archives Management Board for any applicant whose grant request is denied and who formally requests such a hearing.

Funding and Expenditure Policies

A. The maximum grant of Title II construction funds to one project will be 50% of the total cost of the facility or $100,000, whichever is the lesser amount. Exceptions to the maximum may be made at the discretion of the Secretary of State. Any exception must be reported to the State Library and Archives Management Board at its next meeting.

B. Local matching funds must be in the custody of the applicant at the time application is made. Funds raised from private sources must be deposited with appropriate governmental officials without conditions or restrictions which would negate their character as public funds. Funds raised from public sources must be deposited with appropriate governmental officials, or documentation identifying the source, amount, and guaranteeing the availability of the funds must be filed with the application.

C. Expenditures by local applicants for architecture fees, site acquisition, and preliminary planning costs of an approved project, made prior to the date of the formal Agreement, are eligible as matching funds, but only if made within three years prior to the approval date of the project by the Secretary of State.

D. A contract will be executed by the applicant and the Secretary of State only after funds for the project have been obligated by the U.S. Department of Education.

E. Ten percent (10%) of the federal funds will retained until the project has been completed and the applicant has completed closeout and completion procedures required for the project by the State Librarian and Archivist.

F. During the period of federal interest, whenever public library facilities or items of equipment, in which cost the federal government has participated, are no longer used for a purpose permitted under the Act, or are sold and the proceeds from such sale are not used for such purpose, the federal government shall be credited with its proportionate share of the value of such facilities or equipment at the time of such diversion or sale. The value shall be determined on the basis of the sale price in the case of a bona fide sale or on the fair market value in the case of discontinuance of use or diversion for other than library purposes, or by action brought in the United State District Court in the district in which the facility is located.

Building Site Policies

A. The applicant must own or have an option on a site which meets the approval of the Secretary of State. The applicant must hold clear and unencumbered title to the site, including right of access, for 50 years, or the useful life of the facility, whichever is longer.

B. The site of all Title II construction projects shall display a sign stating that federal funds under the Library Services and Construction Act are being used for such construction. When specifications call for a plaque in the completed building indicating the date of completion and source of funds, funds under the Act shall be noted.

Equipment Policies

A. If initial equipment is purchased for the library project with funds provided under this Act, an inventory of items purchased and the cost of each must be maintained by the applicant and provided to the State Librarian and Archivist.

Building Design, Construction, and Use Policies

A. The facility must be planned only as a public library to serve public library functions.

B. The building must be functional, economical, and not elaborate in design.

C. The building must be designed to permit future expansion as needed for 20 years within the initial building and/or extensions of the building.

D. The building must conform to state and local building codes and local ordinances regarding off-street parking, access walks, delivery areas, etc.

E. Title to any building constructed using Title II monies must be in the name of the city or county government which is the applicant.

F. Purchase and use of an existing building for conversion to a public library as a part of a Title II construction project must be approved by the State Librarian and Archivist. The building must be listed on the Federal or State Register of Historic Places to qualify as an existing historic building.

G. A licensed architect must be employed for each project. The applicant must ensure that the architect's contract provides for adequate services to meet project requirements and provides and maintains complete supervision and inspection at the construction site to ensure that the completed work conforms with approved plans and specifications.

H. All contracts and separate subcontracts for construction in excess of $2,000 must include wage determinations and supplementary conditions which specify compliance with federal statutes and regulations for non-discrimination and labor standards.

TITLE II ELIGIBILITY CRITERIA

The criteria to be applied to applications for public library construction in order to determine eligibility are as follows:

A. The existing library facility must be inadequate as defined by the American Library Association "Minimum Standards for Public Library Systems, (1966)."

B. The proposed library facility must contribute to new or improved services and must reflect the pattern of service to be rendered in the area served as stated in the building program.

C. Libraries designated to serve a whole community or significant parts of a whole community must be open for public service at least 30 hours per week in the proposed facility; libraries serving as branches of a county library must be open for public services at least 20 hours per week in the proposed facility.

TITLE II PRIORITIES

Priorities will be assigned in the following order to eligible projects:

A. A new public library facility to replace an existing facility or an addition to an existing public library facility to serve a county, or a portion thereof, participating in the regional system or a branch of a metropolitan system.

B. The remodeling or renovation of an existing public library facility to serve a county, or portion thereof, participating in a regional system provided such remodeling is proved to be structurally and economically feasible.

C. The remodeling or renovation of an existing building to be used as a public library to serve a county, or portion thereof, participating in a regional system provided such remodeling is proved to be structurally and economically feasible.

D. A new regional library center, addition to and/or remodeling of a regional library center or the state library agency.

APPLICATION AND REVIEW PROCESS

Application Procedures

A. The applicant (county, city, or town) will submit three copies of the Application for Public Library Construction to the State Librarian and Archivist, Tennessee State Library and Archives, 403 Seventh Avenue North, Nashville, 37219.

Review Procedures

A. The State Librarian and Archivist will:

1. Review the building program to determine that the proposed facility will result in new or improved services which are appropriate to the county or community to be served.

2. Review the proposed funding for the project to determine that it is adequate to accomplish the proposed project.

3. Review the preliminary architectural drawings and layouts of services in the proposed facility.

4. Visit the site or sites proposed for the project to determine that they are adequate for the proposed project and meet generally accepted criteria for site selection.

5. Determine that all parts of the Application have been completed satisfactorily and that all state and federal requirements have been met.

B. The State Librarian and Archivist will make appropriate recommendations for funding to the Secretary of State. The Secretary of State will submit a recommendation concerning funding to the State Library and Archives Management Board and, upon its endorsement, will approve/disapprove projects for funding.

C. The Secretary of State will give written notification of approval/disapproval of funding to all applicants.

D. In the event that a project is not approved for funding, the Secretary of State will provide the reason(s) for the disapproval in the written notification to the applicant.

1. Within 15 days of receipt of the notice of disapproval, the applicant may submit a request in writing to the Secretary of State for a hearing on the proposal.

2. The Secretary of State will arrange for a hearing before the State Library and Archives Management Board at a meeting called for that purpose, or at its next quarterly meeting. The applicant will receive reasonable notice of the hearing.

3. The State Library and Archives Management Board shall make the final decision, which will be transmitted to the applicant within 60 days from the date of the hearing.

Title II Contract Procedures

A. The Secretary of State will request that the U.S. Department of Education obligate LSCA Title II funds for the approved project.

B. Upon notification from the U.S. Department of Education that funds have been obligated, the State Librarian and Archivist will send the applicant the Contract for Public Library Construction, which will be between the applicant and the State of Tennessee, Office of the Secretary of State, Tennessee State Library and Archives.

C. The applicant will sign and return the Title II contract.

MONITORING

Final Plan and Specification Procedures

A. The State Librarian and Archivist will instruct the applicant to prepare final plans and specifications for the proposed library building. The State Librarian and Archivist will request a wage determination from the U.S. Department of Labor which will be forwarded to the architect for inclusion in the final specifications.

B. The applicant will submit the final plans and specifications to the following:

1. The State Librarian and Archivist - 2 copies

2. The State Architect - 1 copy

3. The State Fire Marshall - 2 copies

C. The Secretary of State will give written approval of all final plans and specifications.

Construction Bid and Contract Procedures

A. The applicant will be notified by the Secretary of State that he may advertise for construction bids.

B. The applicant will submit one copy of the tabulation of bids, of all bids and attachments, and of the unsigned copy of the proposed construction contract to the State Librarian and Archivist. The proposed construction contract will be sent to the Secretary of State for approval.

C. The applicant will send two copies of the signed construction contract to the State Librarian and Archivist.

D. The applicant will notify the State Librarian and Archivist of the proposed date for the pre-construction conference for the project. The applicant will arrange the pre-construction conference so that the State Librarian and Archivist, or his representative, and a representative of the Office of the State Architect can attend. The State Librarian and Archivist, or his representative, will attend the pre-construction conference to review state and federal requirements with the applicant, the architect, and the contractor.

E. The applicant will begin construction.

Equipment Procedures

A. If initial equipment is included in the application for Title II funds, specifications for this equipment must be approved by the Secretary of State, upon recommendation of the State Librarian and Archivist.

1. After specifications for equipment have been approved, the applicant will submit two copies of the tabulations of bids for equipment and one unsigned copy of the purchasing contract to the State Librarian and Archivist for approval. The proposed purchasing contract will be sent to the Secretary of State for approval.

2. The applicant will send two copies of the signed purchasing contract to the State Librarian and Archivist.

Construction Procedures

A. All addendum to bid documents, change orders for contract, and field orders must be submitted to the State Librarian and Archivist for review. Any such document which will result in a change in the scheduled completion date of the projects, change in the cost of the project, or any change in the scope or nature of the work in the approved plans and specifications, must be approved by the State Librarian and Archivist in advance of execution.

B. The applicant will send or cause to be sent one copy of the weekly payroll within seven days after each is completed to the State Librarian and Archivist. The applicant or his representative will review these payrolls to determine compliance with federal labor requirements and retain one copy as an official record.

C. A representative of the Secretary of State will visit the construction site periodically to confirm wages of construction personnel and to compare them to those stated in the weekly payroll.

D. The State Librarian and Archivist will furnish the applicant with instructions for the procedure to be used in requesting funds.

E. Ten percent (10%) of federal funds allocated to the project will be withheld until the project has been satisfactorily completed.

F. The applicant will follow the closeout and completion procedures specified for the project by the State Librarian and Archivist. Final payment will be made upon satisfactory completion of these procedures.

TITLE III - INTERLIBRARY COOPERATION

TITLE III POLICY STATEMENTS

A. LSCA Title III funds will be used, in conjunction with state funds, tc convert the bibliographic records of Tennessee libraries to MARC-compatible machine-readable form, so as to create a viable data base for resource sharing purposes.

1. LSCA Title III funds will be used, in conjunction with state funds, to convert the bibliographic records of holdings of the Tennessee State Library and Archives collections to MARC-compatible machine-readable form.

2. LSCA Title III funds will be used, in conjunction with state funds, to convert the bibliographic records of holdings of the twelve multi-county regional libraries to MARC-compatible machine-readable form.

3. LSCA Title III funds will be used, in conjunction with local funds, to convert the bibliographic records of holdings of selected public, school, special, and academic libraries to MARC-compatible machine-readable form as a part of the TELINET data base.

4. LSCA Title III funds will be used to convert the bibliographic records of serial holdings of selected Tennessee public, academic, school, and special libraries to MARC-compatible machine-readable form.

B. The Tennessee State Library and Archives will work through contractual agreements with the Tennessee Regional Library System and selected public, school and academic libraries to further develop TELINET, the Tennessee Library Network.

C. The Tennessee State Library and Archives will work with libraries holding major resource collections to develop an effective electronic communication system to expedite resource sharing.

D. The Tennessee State Library and Archives will promote cooperative projects between and among libraries for the sharing of resources and the improvement of library services. A statewide system building on the strengths of the Tennessee Regional Library System, the Area Resource Centers, and other statewide networks will be enhanced to expand the capabilities of all libraries to share resources.

1. The Tennessee State Library and Archives will work to integrate existing resource sharing mechanisms.

2. The Tennessee State Library and Archives will promote the use of resource sharing to all librarians in Tennessee through guidelines, information pamphlets, workshops, in-service training, etc.

3. The Tennessee State Library and Archives will promote the use of resource sharing to all citizens of Tennessee through local, regional, and statewide publications, specially designed public awareness programs, etc.

TITLE III ELIGIBILITY CRITERIA

A. Libraries receiving Title III direct grant funds must agree to lend materials without restriction to all publicly supported libraries in Tennessee.

B. Libraries receiving Title III direct grant funds must assume any continuing costs at the local level after the first year of Title III funding.

TITLE III PRIORITIES

Title III priorities include the following:

A. Conversion of bibliographic records to machine-readable form

B. Development of library materials collections selected to improve access to specialized subject areas (medicine, etc.) for resource sharing purposes.

C. Establishment of cooperative projects between and among libraries of different types to share resources.

D. Development of effective electronic communication systems to expedite resource sharing.

E. Integration of existing resource sharing mechanisms.

APPLICATION AND REVIEW PROCEDURES

The Tennessee State Library and Archives utilizes two application and review processes for LSCA Title III projects.

A. Direct grants of Title III funds are applied for and reviewed following the same procedures used for Title I direct service grants (see "Direct Service Grant Program, Application and Review Procedures," page 65).

B. When the Long-Range Program for Library Services and Development or the Annual Program calls for a specific resource sharing project to be completed, the State Library and Archives may issue an individual "Request for Proposal" for that project. The "Request for Proposal" will include complete information on the review procedures to be used to evaluate responses.

MONITORING AND EVALUATION PROCEDURES

The final proposal submitted by each sub-grantee applying for Title III funds, whether through the direct grant process or through the "Request for Proposal" process, must include clearly stated, measurable objectives and specific evaluation criteria.

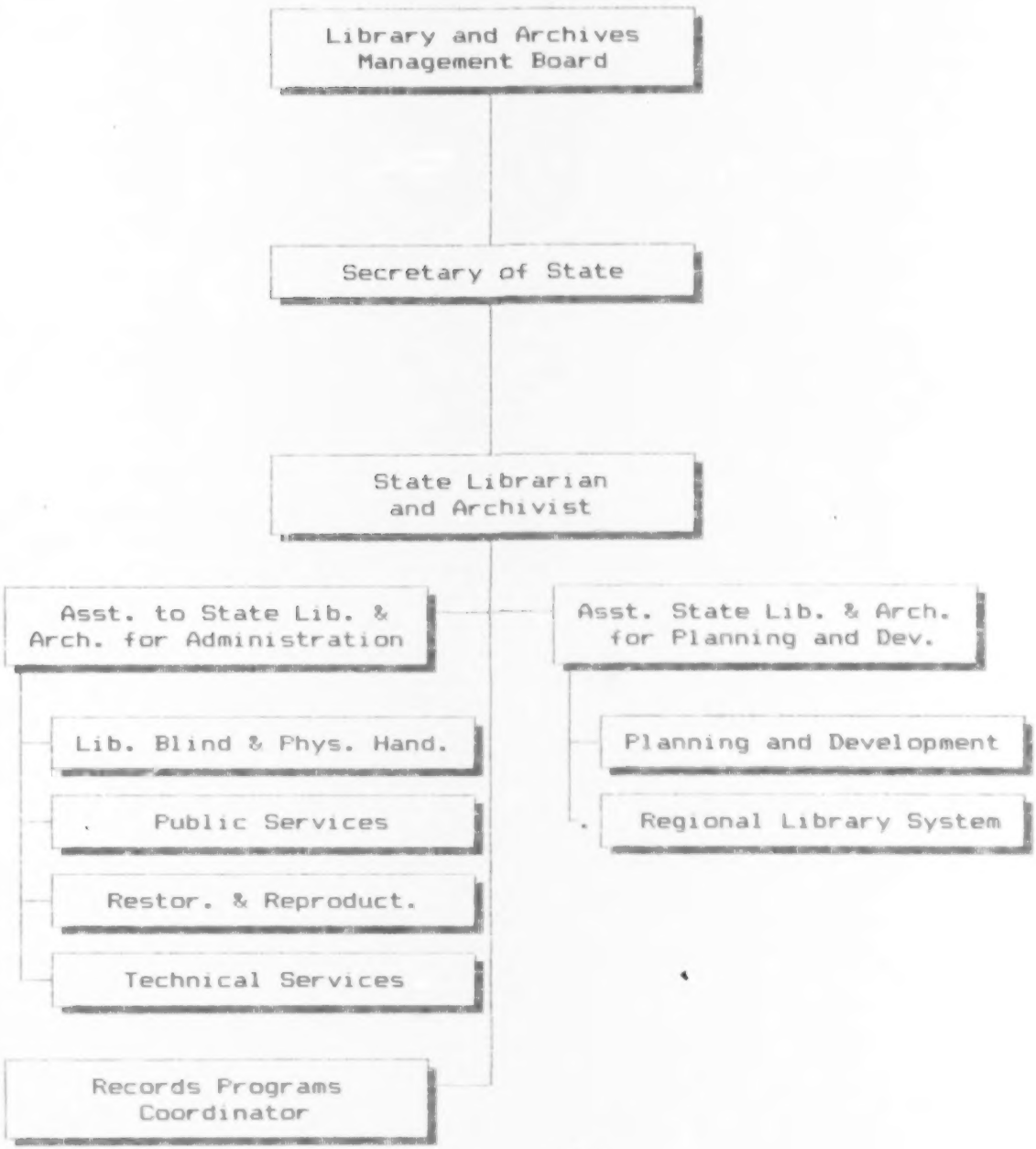
Each Title III sub-grantee must submit reports at the end of the first, second and third quarters of the grant year and a final report on the completed project to the Tennessee State Library and Archives. These reports must include a status report on the implementation of the project objectives supported by data obtained using the evaluation mechanisms described in the proposal. Staff of the Tennessee State Library and Archives review these reports carefully and take appropriate action to correct any problems identified during the review process.

APPENDIX II

Tennessee State Library and Archives Organizational Chart

Tennessee Regional Library System

LIBRARY AND ARCHIVES MANAGEMENT BOARD
TENNESSEE STATE LIBRARY AND ARCHIVES
ORGANIZATIONAL CHART


Library and Archives Management Board
Secretary of State
State Librarian and Archivist
Asst. to State Lib. & Arch. for Administration
Asst. State Lib. & Arch. for Planning and Dev.
Lib. Blind & Phys. Hand.
Public Services
Restor. & Reproduct.
Technical Services
Planning and Development
Regional Library System
Records Programs Coordinator

Department of State
Tennessee State Library and Archives
403 Seventh Avenue North
Nashville, Tennessee 37219

TENNESSEE REGIONAL LIBRARY SYSTEM

	1980 Census Population
Multicounty Regions	2,728,392
Blue Grass Region, Columbia	232,544
Caney Fork Region, Sparta	141,910
Clinch-Powell Region, Clinton	174,352
Forked Deer Region, Halls	159,984
Fort Loudoun Region, Athens	338,141
Highland Rim Region, Murfreesboro	285,696
Nolichucky Region, Morristown	218,183
Reelfoot Region, Martin	186,986
Shiloh Region, Jackson	188,198
Upper Cumberland Region, Cookeville	145,658
Warioto Region, Clarksville	289,299
Watauga Region, Johnson City	367,441

	1980 Census Population
Single County Metropolitan Regions	1,862,358
Davidson County	477,811
Hamilton County	287,740
Knox County	319,694
Shelby County	777,113
TOTAL POPULATION STATEWIDE	4,590,750

O Location of Regional Library Center